

**Position:** Project Administrative Assistant  
**Type:** Full time, Hourly

**Company:** Bohlin Cywinski Jackson  
**Architecture Planning Interior Design**

**Location:** 49 Geary Street, Suite 300, San Francisco, CA 94108

## **Firm Description**

Bohlin Cywinski Jackson, a nationally known architectural practice with five U.S. offices, is seeking a Project Administrative Assistant at its office located in San Francisco, CA. Other offices are located in Philadelphia, Pittsburgh and Wilkes-Barre, PA, and Seattle, WA. Bohlin Cywinski Jackson offers a friendly, business casual work environment, competitive compensation commensurate with experience and an excellent benefits package including health insurance and 401(k). More information about the practice and its work is available on [www.bcj.com](http://www.bcj.com).

Interested applicants should email a cover letter indicating availability date and a desired salary along with a resume by February 6, 2012 to: [employmentsf@bcj.com](mailto:employmentsf@bcj.com). Applications that do not include these three parts will not be considered. Candidates may wish to emphasize written competencies by submitting a writing sample. Send attachments in PDF format only.

## **Job Description – Project Administrative Assistant**

The position is for a person to provide administrative support to our Project Managers and architectural project teams who are serving our corporate clients. A promising candidate for this position will respond to schedule deadlines with energy and enthusiasm, will enjoy working with others, and will thrive in a dynamic and imaginative work environment.

### **Primary responsibilities will include:**

- Assist project teams in setting up and maintaining various project administration logs (submittals, requests for information, etc.) required during project construction.
- Assist with managing print orders, deliveries, and archiving.
- Proof and edit various project Word documents, such as project specifications.
- Assist project team members with travel arrangements.
- Assist with preparation of project-related proposals, contracts, approvals and purchase orders.
- Liaise with administrative personnel serving clients and consultants as necessary to facilitate processing of various documents.
- Assist Accounting Department and Project Managers in tracking consultant billings and updating excel worksheets.
- Assist Project Managers with administration of project progress reporting.
- Set-up and maintain project and contract files.
- Implement systems for managing project schedules.
- Assist other administrative personnel when workloads are unevenly distributed.

### **Other responsibilities may include:**

- Help to prepare project presentations.
- Work closely with other Administrative staff to assist with the following: answering incoming phone calls, occasionally greet visitors, help with office events or meetings, and light office cleaning.
- Miscellaneous administrative tasks as necessary.

## **Required Qualifications**

- 1-3 years administrative experience
- Excellent organizational skills and attention to detail
- Strong, professional verbal communication, writing, and editing skills
- Strong inter-personal skills
- Ability to multi-task
- Able to handle confidential information
- Proficiency in Microsoft Office (Word, Excel)
- Proactive, team-oriented, self-motivated, independent, versatile and energetic

## **Other Beneficial Qualifications**

- Proficiency in FileMaker Pro, Masterworks, Acrobat, Google Docs and Four-year college degree.
- Accounting experience
- Knowledge of design and construction documents and the design process.
- Previous experience working in Architecture, Engineering, Construction, or related fields.