



Our purpose

Together we design places that inspire people to learn, to cure, to heal to connect to community, to change the world and to dream.....won't you join us.....?

DES Architects + Engineers has designed working, learning, and healing environments for our clients for 40 years. As a full-service design firm with offices in Redwood City and San Francisco we provide creative and sustainable solutions that serve the needs of companies in life sciences, technology, healthcare, education, municipalities and the development community

The role: Project Administrator

What you'll do:

The Project Administrator is responsible for the day to day administrative duties, document control and planning for projects.

Duties and responsibilities:

- Responsible for document control & management, project planning and keeping the project team on task with deadlines and time constraints
- Excellent project management skills a must
- Experience using Microsoft Office Suite and Bluebeam Revu software programs
- Function as the central point of document control for various projects
- Work with the project team to complete the project full lifecycle from implementation to close of project
- Organize, set up and maintain the project files, logs and shared web or ftp sites
- Assist with proposals, program documents, specifications, reports, and contracts/service agreements
- Develop a working relationship with the client and contractor fostering trust and accountability
- Work with the Project Manager to prepare the project start-up information and maintain accounting forms for various projects
- Coordinate with consultants, agencies and contractors to successfully complete project requirements
- Work with the Project Manager and team leads to create and maintain, on a weekly basis, the project workplan while keeping on target with deadlines
- Assist Project Manager in the coordination and assembly of document packages (drawings and specifications) for printing and distribution
- Work with the Project Manager to close out the project and assemble all drawings and documentation for archiving
- Provide administrative support for any tasks required for the successful completion of the project
- Schedule project meetings, conference calls and make travel arrangements when applicable
- Support front desk receptionist breaks as needed

What we are looking for:

- A self-starter with the ability to work independently and prioritize workload accordingly
- Detail oriented administrative professional with the ability to see the project big picture
- Time management and ability to self-prioritize workload a must
- You are collaborative and able to work with all types of people and are an expert at multitasking
- Ability to prioritize your workload and adapt to changing requirements without skipping a beat
- You are a team player and will support the others in the Project Administration team as needed
- 5+ years experience in an administrative related field supporting project related work
- Excellent communication and interpersonal skills, both written and verbal
- Ability to seamlessly organize electronic project files and documents a variety of software programs
- Architecture, construction or similar industry experience a plus

Why us?

DES is committed to the well-being of our employees and their families. In addition to offering competitive salaries and bonuses, we provide 100% company-paid employee medical, dental, vision and life insurance as well as short and long-term disability benefits. The company offers a robust 401k plan with a generous company match and profit sharing. We offer a collaborative, friendly fun environment for our employees to thrive in, while offering a multitude of creative perks that you will be sure to appreciate

We welcome, recognize, celebrate and encourage diversity and inclusion in our workplace. Our teams are comprised of people with experiences from diverse backgrounds which helps us gain a fresh perspective while challenging our own thinking about design. We are proud to be an equal opportunity employer. All qualified applicants will be considered without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, protected veteran status, disability, or any other status protected by federal, state or local law

If you like what you see, please apply with your resume to: jobs@des-ae.com

For more information on who we are check out our website at www.des-ae.com

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