

Project Team Assistant

Description

Hennebery Eddy Architects seeks a detail-oriented Project Team Assistant (PTA) to work directly with architectural teams, supporting them by executing a wide variety of administrative tasks. At times this role will encompass general office administrative tasks including providing support and backup for our Office Administrator and other non-architectural staff. This position requires the ability to work in a fast-paced environment, multi-task, meet aggressive deadlines, and may require working overtime during peak periods.

Responsibilities:

- General team support including proofreading, reproduction, scanning, filing, coordination, etc.
- Scheduling project meetings and arranging meeting logistics.
- Coordinating meeting materials, assisting team with meeting set up, and translating meeting minutes.
- Construction Administration support, including submittal and RFI logs and tracking.
- Word processing/formatting of letters, proposals, specifications, contracts, and other documents.
- Excel processing/formatting of spreadsheets, tracking logs, budgets.
- Tracking task completion.
- Assisting with tracking, modifying, and coordination of Owner/Architect and Owner/Sub-consultant agreements.
- Project Accounting including vendor and client invoicing, backlog projections, and tracking project standing.

Qualifications

- Relevant experience in a similar role and/or experience with an architecture firm preferred.
- Bachelor's degree strongly preferred.
- Self-starter with diligent follow through.
- Attention to accuracy and detail. Responsible for the overall quality of work produced.
- Able to work both independently and as part of design teams.
- Strong work ethic, ability to multi-task, and work under deadline pressure.
- Superior organizational skills.
- Must be articulate and well-spoken.
- Excellent written communication skills including spelling and grammar.
- Proficiency in Microsoft Outlook, Word, and Excel required.
- Proficiency in Adobe InDesign, Photoshop, PowerPoint, and Microsoft Project preferred
- Oregon driver's license.

About Hennebery Eddy

Hennebery Eddy Architects is driven by the values of the Pacific Northwest: simplicity, efficiency, and beauty. During our 26-year history, we have made a significant impact on our region's built environment. The firm's projects fall in four primary market sectors: academic, civic + cultural, commercial, and aviation + transit. Our work includes comprehensive

architectural services, interior design, planning, sustainable design, and historic preservation characterized by well-crafted, thoughtfully detailed designs that respect their sites and strengthen their context.

We aspire to design net-positive solutions through healthy, efficient, and adaptive spaces that are responsive to our clients, the environment, and the people who use them. The result is a net-positive outcome for the greater community. As a JUST™ Organization, we are passionate about making a positive contribution to our greater environment and the human situation through designing places where people gather, work, live, and recreate. Our design approach is grounded in our core values, and uses a collaborative process with principals, associates and interns working together in an open studio.

This approach has resulted in more than 50 design awards, including national, regional, and local recognition. In the past year, we worked on the designs of our largest, most sustainable projects to date, by our most diverse staff to date; these accomplishments are reflected in our debut at No. 31 on the Architect 50, being named one of the 100 Best Green Workplaces in Oregon by Oregon Business, and receiving the AIA Northwest and Pacific Region 2018 Firm Award. Please visit www.henneberyeddy.com for additional firm information.

Benefits

Hennebery Eddy offers a comprehensive benefits package. Along with competitive health plan options, flexible paid time off, and retirement savings contributions, we offer benefits that support our employees' personal and professional lives and foster our firm culture. These offerings include alternative transportation subsidies, secure bike storage and changing/shower facilities, community engagement opportunities and paid volunteering days, a community service scholarship, a sabbatical program, and substantial financial support for professional development, licensure, certification, and training.

To Apply

For consideration please send cover letter and resume to humanresources@henneberyeddy.com

Hennebery Eddy Architects, Inc. is an equal opportunity employer.