

DES Architects + Engineers, a leading design firm in the Bay Area, believes in staff mentoring and continuing education, and provides an environment that nurtures growth and career advancement. DES offers a competitive salary and benefits package, flexible work schedule plus lots of fun events and special services. We are presently looking for dynamic individuals for the following position:

JOB TITLE: PROJECT ADMINISTRATOR

POSITION: Full-time

JOB OVERVIEW:

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

DUTIES AND RESPONSIBILITIES:

- Excellent communication and interpersonal skills, both written and verbal.
- Excellent organizational and time management skills.
- Ability to deal effectively with a wide range of individuals and work in a team environment.
- Proven ability to perform several tasks at the same time.
- Ability to perform in a fast paced, deadline driven environment

KNOWLEDGE, SKILLS, AND ABILITIES

- Adhere to all DES standards and procedures.
- Function as the central point of document control for various projects.
- 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 as needed.
- Coordinate with consultants, agencies and contractors to successfully complete projects.
- Fill in for the receptionist/switchboard as needed.
- Work with the Project Manager and discipline leads to set-up and maintain, on a weekly basis, the project workplan.
- Assist Project Manager in the coordination and assembly of document packages (drawings and specifications) for printing and distribution.
- Microsoft office experience a must, Bluebeam experience a plus.
- 1 to 2 years experience in a related field, previous project administrator experience in an A/E/C firm highly desirable.

If you meet the minimum qualifications listed above, we encourage you to apply with your resume and cover letter at: jobs@des-ae.com

About DES: For 40 years, DES Architects + Engineers, Inc. has created working, learning, and healing environments for our clients. As a full-service design firm headquartered in Redwood City, California, DES provides creative and sustainable solutions that serve the needs of clients in life sciences, technology, healthcare, education, municipalities, and the development community. In-house professional services include architecture, interior design, civil and structural engineering, landscape architecture, visual communications and LEED coordination. The company's staff values collaboration to achieve design excellence, applying creativity to each client's unique vision.