

Hacker Architects invites you to consider joining our downtown Portland firm. Please see the job description below. If this sounds exciting to you, send your resume via email to nhodges@hackerarchitects.com and sknudsen@hackerarchitects.com for immediate consideration. Check us out at www.hackerarchitects.com

JOB DESCRIPTION – ARCHITECTURAL ADMINISTRATIVE SUPPORT, PROJECT COORDINATOR

Project Management – assistance with multiple PMs

- Assistance with meeting scheduling, including coordinating calendars, meeting rooms, Hacker cars, and set up / clean up, where needed.
- Assistance with meeting documentation, including transcribing PM meeting notes into consistent format, tracking action items, and proof reading final document.
- Assistance with filing emails and documentation into appropriate files
- Assistance creating proposals, fee estimates, project schedules, and assumptions, including coordinating correspondence with consultants and consultant contracts.
- Assistance with project set-up, including team directory, email group, calendar, sharefile invitations to consultants, etc.
- Assistance creating reports, including collecting and formatting information, summary writing, light copy editing.
- Assistance with document control and management with permitting offices in various city agencies.
- Coordinate with travel arrangements for projects
- Arrange catering for client meeting, team events, or office functions.

Office Management – overall coordination for the PM group

- Assistance with updating staffing and forecasts
- Assistance with PM share group (working with PMs to create and update templates, follow up on action items)

Qualifications

- 5+ years of administrative experience preferred
- MS Office proficiency in Word, Excel, PowerPoint, and Outlook
- Proficiency in Power Point and InDesign is a plus, but not required
- Proactive and enthusiastic demeanor
- Attention to detail
- Ability to multi-task
- Excellent communication skills (both verbally and written)
- Strong organizational skills
- Ability to work both autonomously and as a team member
- Ability to meet deadlines
- Flexibility to work additional hours and on weekends as needed, but not normally