

POSITION:

Project/Office Administrator

LOCATION:

Los Angeles, California

PGAL is an international design firm specializing in architecture, interior architecture, engineering and planning for a diverse group of public and private sector clients. Our culture is energetic, collaborative and open and offers the opportunity to work on a wide range of project types. PGAL is an ideal place to build a career and develop skills in design, project delivery, entrepreneurship, leadership and life.

We are currently seeking a Project/Office Administrator who will provide administrative support to the Project Manager and team throughout all project phases on various project types.

Responsibilities:

Include, but not limited to:

- Provide administrative support to the Project Manager and team throughout all phases of projects of various project types
- Attend meetings and author meeting minutes
- Coordinate printing and deliveries of construction documents
- Prepare schedules based on data from the Project Manager and team
- Distribute requests for information ("RFI") questions and RFI responses from contractor to PGAL team members and consultants
- Distribute technical submittals including product data, shop drawings and/or samples for team review
- Track and issue sketches and bulletins prepared by architects and consultants, documenting changes in the project
- Electronically file meeting minutes, change orders, field reports, pay applications and other critical construction documents as part of the Project Record
- Maintain/file project documentation
- Answer/direct incoming phone calls
- Receive and distribute daily mail, send notifications of packages received, and prepare outgoing mail and overnight packages
- Assist marketing/business development team
- Order food as needed for office meetings
- Coordinate with professional staff to schedule lunch-n-learns and assist with special in-house events
- Point of contact for coffee service provider, vendor maintenance, repair and inventories
- Assist with Deltek Vision data input, contact and vendor management

Qualifications:

- Prior A/E/C work experience preferred
- Intermediate to advanced technical competencies in Microsoft Office/PowerPoint; Adobe InDesign and Photoshop CC 2017 preferred
- Must be perceptive with the ability to communicate professionally, relating to individuals at all levels of the project team members to include firm, client and consultant team members
- Exceptional organizational skills and acute attention to detail with the ability to meet deadlines by prioritizing and managing simultaneous tasks with competing demands
- Must be well organized and able to process forms efficiently
- Excellent interpersonal, verbal and written communication skills

- Work well in a team setting, yet possess the ability to perform tasks efficiently with minimal supervision
- Must be legally authorized to work in the United States for any employer without sponsorship

PGAL offers a comprehensive benefits package including medical, dental, vision, disability, life, flexible spending accounts, 401(k) and profit sharing. We also offer paid leave inclusive of holidays, vacation and sick.

At PGAL, we believe that our employees are our future, so as well as offering inhouse study materials and group studies, we offer a reimbursement program for individual study materials/courses, exam/license fees and professional dues. In addition, we offer paid time off to take your exams.

If you are passionate about great design, team collaboration and creating change in communities across the country, we want to hear from you. To apply, please visit:

<https://pgal.clearcompany.com/careers/jobs/1cd7cfa4-61ca-7b79-3a6b-4451f9881982/apply?source=881647-CS-30503>

PGAL is an Equal Opportunity Employer Females/Minorities/Veterans/Disabled