

## Project Coordinator for Construction Administration

**Firm Overview:** For 65 years, Steinberg Hart has been shaping environments and creating inspiring places through an idea driven, results-oriented approach to design. The firm's team of architects, designers, planners and sustainability experts share the belief that design can create profound and unexpected connections between people and place. With a focus in education, residential, urban mixed-use, hospitality, civic, and commercial office projects, the full-service architecture firm creates environments that sculpt space to shape lives in subtle and empowering ways. From the foundation established in 1953 by Silicon Valley architecture pioneer Goodwin Steinberg, FAIA, and through Rob Steinberg's years of leadership, Steinberg Hart has built a progressive portfolio of award-winning projects spanning multiple continents and diverse sectors.

**General Responsibilities:** In collaboration with the Senior Project Coordinator and project teams, the Project Coordinator is responsible for the administration of documents associated with the construction phase of the Firm's projects through maintenance of all files and filing systems, distribution of information and coordination of all documentation requirements using Newforma Project Center.

### Specific Responsibilities:

- Coordinate transition into Bidding/CA phase and assist project teams with the implementation of company standards and procedures.
- Log, organize, manage and track Construction Administration documents such as: RFIs, Submittals, Shop Drawings, Samples, Design Team Sketches, Change Orders, Proposal Requests, Architectural Supplemental Instructions, Deferred Approvals, email correspondence, meeting notes, field observation reports, etc.
- Assist project teams with screening RFIs, Submittals, Shop Drawings and other incoming documentation and forward to appropriate discipline for review.
- Ensure incoming documents received meet and follow proper contract document standards and procedures (i.e. follow general conditions).
- Follow up with design team consultants as items come due to ensure RFIs and submittals are returned to the contractor on time.
- Responsible for document control on projects by ensuring all project-related paperwork and correspondence is properly logged and filed.
- Execute established standards and process steps for managing projects on software platforms.
- Assist with the preparation, logging, tracking and issuance of formal contract document modifications such as: Bulletins, ASIs, etc.
- Track and document various pieces of information to be used for additional services or for discussion with the Client, Owner or Contractor when issues arise.
- Maintain and update any changes pertaining to the project or project information.
- Perform quality control on outgoing documents and information so that they comply with company standards, meet contract documents requirements and industry standards.
- Support program consistency and standardized processes across projects.
- Assist with editing specifications as needed.
- Work in contractors' software platforms as required.
- Attendance at project construction kickoff meetings and other onsite meetings, as necessary.
- Assist project teams to ensure project deadlines are met.
- Assist with project close-out.
- Demonstrate a proactive focus on meeting project requirements in a timely, cost-effective manner.

### Qualifications

- Degree in Business, Architecture or related field
- Minimum 5 years' experience as a Project Administrator, Project Coordinator, Project Assistant or Construction Assistant
- Must have strong organizational skills with the ability to identify and manage priorities
- Be able to effectively manage multiple tasks and projects simultaneously

- Proficient in Microsoft Office Suite, Bluebeam and Newforma Project Center
- Strong attention to detail, analytical, problem-solving and time management skills
- Ability to work both independently and in a team environment with moderate supervision
- Excellent written and verbal communication skills
- Strong interpersonal skills with an ability to interact with internal and external clients
- Process oriented
- Able to work effectively in a deadline driven environment
- Flexible and able to multitask on several different aspects of a project or on multiple projects
- Demonstrate understanding of project management concepts

We offer a competitive salary and benefits package that includes medical, dental, vision, life, short- and long-term disability, paid vacation, sick and holiday, as well as 401K matching and annual performance bonus opportunities.

Steinberg Hart is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability, genetics, or arrest/conviction records.

**To Apply:**

Send your resume to [careers@steinberghart.com](mailto:careers@steinberghart.com), referencing "Project Coordinator for Construction Administration" in the email subject line.