

Job description

Office/Project Administrator

As an Office/Project Administrator at TSK, you will work with a highly creative, collaborative team dedicated to innovative problem solving and design excellence. Our Downtown Los Angeles office is in a growth mode and seeking an energetic self-starter to join us to work on a range of high profile client accounts for judicial, education, and commercial projects. Ideal candidates possess a strong background in administration who is willing to wear many hats and help where needed. You should be very customer service oriented, as well as, task focused, diligent, and efficient. Strong interpersonal, analytical, and problem-solving skills are necessary. Comfort in a fast-paced, dynamic environment and the ability to work on multiple tasks simultaneously is an important quality. Candidates should be self-starters, quick-learners, and exude an entrepreneurial spirit.

Office/Project Administrator

Primary Function: Under the leadership of the Office Principals, provide general administrative, project specific, and marketing support to architectural staff with a proactive approach to client service. Additionally, with direction from Project Managers, provide administrative support for contract, construction, and billing data entry and documentation.

Responsibilities:

- Greet visitors. Inform staff they have guests.
- General administrative duties include copying, filing, stocking paper/toner in printers, etc.
- Receive mail/deliveries and distribute to staff.
- Send out overnight and courier requests.
- Order office supplies, maintain office cleanliness, run errands and drop off shipments if required.
- Coordinate travel and meeting arrangements.
- Type general correspondence (e.g., letters, meeting notes, agendas, contracts, proposals, programming spreadsheets). Generate, compose and issue business correspondence as appropriate.
- Create AIA documents and contract agreements utilizing AIA software.
- Create and maintain project management databases for individual projects under the guidance of Project Managers. Issue monthly reports from management software and distribute to leadership.
- Produce monthly project invoices.
- Prepare and process project correspondence and documentation.
- Assist with the production of proposals (RFQ, RFI, and RFP).
- Process and distribute submittals/shop drawings and maintain submittals/ shop drawing logs.
- Process and distribute RFI's and maintain RFI logs.
- All other duties as apparent or assigned.

Qualifications:

- High school diploma required, college education preferred.
- A minimum of two (2) years prior experience as an administrative assistant/clerical support. Experience within an architectural or engineering design/construction firm preferred.
- Ability to work in a fast-paced, deadline driven environment as a team player.
- Ability to keep confidential information private.
- Listening, reasoning, and organizational skills required. Detail oriented with a focus on efficient accuracy.
- Excellent oral and written communication skills, ability to work as a team and interact professionally with employees, clients and vendors.
- Able to handle multiple tasks efficiently.
- Software proficiency required in Microsoft Office Programs, such as Word and Excel.
- Software knowledge of ArchiOffice and AIA Contract software preferred, but not required.
- Readily adaptable to changing conditions or demands.
- Must be available for overtime on an as-needed basis.

Job Location:

Los Angeles, California

Firm: TSK Architects:

TSK is one of the region's leading firms, providing innovative solutions to the challenges of public architecture. The firm has offices in Henderson, Nevada; Reno, Nevada; Los Angeles, California; and Shanghai, China.

Collaboration creates great architecture. When it comes to the design of an architectural project, the concerns and ideas of all contributors are considered. The people who live and work in the places we design and build will have a more intimate relationship with the buildings than we will. We measure ourselves through the ability to design projects that inspire clients and that realize their values, needs, resources and expectations.

We aspire to design projects that span decades. For our work to outlive us, we consider not only the cost of what it takes to raise a building, but also the costs it takes to maintain it. We also design to minimize the consumption of non-renewable resources, contribute positively to the environment and design architecture that connects the inhabitant to the world around them. We look to help reveal the beauty of the surrounding landscape, capture seasonal changes and engage the climate to create architecture that is simple and yet greater than the sum of its parts.

Contact:

Please send resume to: losangeles@tska.com