

## **Junior Project Assistant/Assistant Project Manager**

AC Martin is an award winning architectural firm with a body of work recognized for cutting edge, innovative, and inspired buildings. We are known for our dedication to excellence of design and client service. Our diverse practice includes hospitality, university campuses, civic, municipal, high-rise commercial, and large mixed use projects. We are experiencing exceptional growth and are looking to add top talent to our staff. We foster teamwork, promote professional development in alignment with individual career goals, and recognize and reward performance.

We have a job opening for a Junior Project Assistant/Assistant Project Manager.

### Responsibilities:

- Assist with a variety of construction administration duties including meeting minutes, punch lists, processing submittals and request for information, posting plans and specifications, etc.
- Create and maintain submittal logs and RFI logs
- Organize and maintain electronic files
- Construction and sustainable product and material research
- Assist specification writer with editing and formatting specifications
- Edit technical content under the direction of technical team members for a variety of construction documentation

### Skills and Experience:

- 3 to 5 years prior experience in architecture, engineering or construction desirable though not required.
- Working knowledge of specifications and contract administration procedures desired.
- Solid technical proficiency in MS Office Applications: Word, Excel and Outlook.
- Technical proficiency using Bluebeam and Bluebeam Studio
- Familiarity with Masterspec and/or BSD SpecLink is desirable
- Exceptional attention to detail and accuracy, with strong organization skills
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Ability to compose clear and accurate correspondence
- Familiarity with on-line construction management programs such as Newforma and Procore.
- Service oriented and highly approachable with commitment to helping others.
- Strong, self-motivated work ethic with the ability to be effective and timely while providing consistent follow up

We offer a work environment where professional growth is encouraged. This opportunity is accompanied by an excellent compensation and benefits package which includes company paid group medical, dental, and vision insurance, 401(k) plan with matching, holiday shutdown, and 40 hours based on a 4-1/2 day workweek.

For immediate consideration, please send your resume referencing Project Assistant in the subject line of your correspondence.

E-mail: [resumes@acmartin.com](mailto:resumes@acmartin.com)

Visit our website at [www.acmartin.com](http://www.acmartin.com)