



Job Title: STUDIO ADMINISTRATIVE ASSISTANT

Reports To: Designated Supervisor, Partners

Classification: At-will; Non-Exempt

ABOUT AO:

WE are better together.

Here at AO you're not just a number, you're family. We believe in casual Fridays, company sponsored events, annual holiday parties, picnics, bowling and more. As the host of Toastmasters International, we seek to expand one's confidence in public speaking, leadership and teamwork while providing both professional and personal growth. With collaborative work spaces and driven coworkers AO welcomes creativity, learning, and lasting relationships.

Since its founding in 1974, AO has evolved from a 2 man single office to an award winning full service firm spanning a campus of 5 buildings in Orange and additional offices in San Diego and Santa Clara, an engaged staff of 270+ souls and 12 Studios (Multifamily, Retail, Hospitality, Restaurant, Mixed Use, Office, Industrial, Parking, Landscape, Modular, Science and Technology and Global Design). Just like Historic Old Towne Orange where we are located, AO is family focused, hardworking and built to last. AO believes in the power of relationship. Everything we do is motivated by what it takes to be effective and successful for our clients. We value service, our people, a roll up your sleeves attitude and continuous improvement. If you are young in your career, come grow with us. If experienced, come get better with us. There is no one like you, and there is no place like AO.

Job Description: A combination of all or most of these essential duties are expected of the Studio Project Coordinator position within AO:

Administrative Tasks

- GoTo Meetings - Create, edit & manage
 - GoTo meeting setup and training
 - Troubleshoot GoTo Account issues with Citrix Tech Support
- Coordinate Team Calendar
 - Create, edit & coordinate project & executive meetings as needed
 - Main point of contact for team member's whereabouts; receive/field calls/requests for their schedule
- Manage Team's Tasks
 - Create new tasks from team's notes, staffing meetings, etc. and coordinate action items with PM's
 - Set-up/Create new weekly/monthly meetings as needed
- Create Folder Structure and Narratives
 - Distribute to team - TBD
- Act as Team's Administrator for Newforma
 - Set up projects and rules
 - Train new team members keep team up to date with software



- Schedule internal Trainings/Workshops (GoTo, SCRUG, QA-QC, etc.)
- Coordinate Conference Rooms with Front Desk
- Coordinate and set up internal lunches with project team as needed

Project Tasks

- Create P drive and Public folders for new projects
- Set up Project in Newforma as needed
- Save documents to IN/OUT folders per protocol
- Draft Proposals and PSSA's and send to Contracts Department
- Work proactively with Contracts Department to ensure contracts are reviewed and executed in a timely manner
- Work Proactively with Project Accounting Team to monitor budgets, and stay on top of change order needs
- Create Fee Spreadsheets for project fees and consultant fees and send to Client
- Create Scope of work/Deliverables document for proposals
- Review zoning / jurisdictional / Specific Plan requirements of particular projects and note it on a spreadsheet or established form with references
- Request Project Number from Accounting and assist project team with correct usage/allocation of task on timesheet
- Point of contact between Client and Partner/Principal/PM for contracts & change orders
- Follow up with Client on executed contracts as needed
- Assist accounting with Consultant Invoice allocation for project contracts
- Coordinate add services from billing drafts with team and accounting for change orders if needed
- Liaison between Partners, PMs and Clients for project communication
- Liaison between team and Contracts Department
- Create and process consultant agreements-review/compare with client contract
- Run project reports from Deltek Vision
- Create, update and distribute:
 - Meeting Minutes/Memos for project meetings
 - Meeting Agendas for multiple weekly project meetings
 - Project directories for multiple projects
 - Design Change Log
 - New Change Order Items Log for Client review/approval
- Maintain contact information for clients, consultants and agencies in Outlook, Meeting Minutes and Project Directory
- Create and update Project Drawings logs for Architectural and Consultant drawings as needed
- Create transmittals
- Create Crisp Repro orders - coordinate with Job Captain/Production
- Construction Administration - RFI/Submittal Logging-Tracking - Coordinate with CA-PM
- Coordinate & set up lunches for Client meetings as needed



Duties and responsibilities may be added, deleted, modified or changed at any time at the company's discretion. Changes may be made formally, informally either verbally or in writing.

A NOTE FROM US:

At AO we are always on the lookout for exceptional talent looking to join our organization. While we are not always hiring, we do like to develop connections with talent and build relationships so that we are able to reach out directly to you when the time is right.

BENEFITS:

We offer all the benefits of a big firm, with all the human connection of a small one. You will never be a number at AO. Come join our community.

Partial list of benefits:

- Full Suite of Medical, Dental, Life & Supplemental Insurance
- Ongoing Education and Exam Reimbursement
- Most Medical Plans fully paid for employee only coverage
- Company Paid Basic Life Insurance & Long Term Disability
- Retirement Plan, Health Savings and Flexible Spending Accounts
- Overtime Compensation for Hourly Employees
- Paid Vacation, Holidays and Sick Time
- Flexible Schedule
- Rail Station one block from campus with participation in tax-benefited Metrolink rider program

HOW TO SUBMIT YOUR RESUME:

Please apply directly through our Website at www.aoarchitects.com

Or copy and paste the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=E03D692347E20995CF41277C3DF4D75A>