Administrative Support - Multifamily Studio- Construction Administration

Job Details

Level
Experienced

Job Location
Corporate Headquarters - Orange, CA

Description

ABOUT AO:

At AO, WE are better together.

In addition to competitive pay and benefits, flexible work schedules, and Work From Home options, AO offers an absolute one-of-a-kind culture with collaborative workspaces and driven coworkers. AO welcomes creativity, learning, and lasting relationships. 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, grow with us. If experienced, get better with us. There is no one like you, and there is no place like AO.

Benefits:
We offer all the benefits of a big firm, with all the human connections of a small one. You will never be a number at AO. 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
- Free parking

Qualifications

Summary:

AO is growing, and we are busier than ever. We are looking for someone to join our team who has an eye for details and can assist in our residential studio's administrative support tasks. Additionally, we seek a candidate with a firm knowledge of the construction industry and background.

Administrative Support Tasks
Download and log RFIs and submittals into the AO network
  o Working knowledge of client-prescribed construction software (i.e., Procore, Fulcrum, ProjectSight, PlanGrid, etc.)
Assist in the uploading and monitoring of projects to PlanGrid
Assist in the formatting and processing of monthly G702s (request for payment)
Assist in project close-out procedures (G704s from the GC)
Assist in preparing agendas for group meetings as needed
Attend and prepare meeting minutes for group meetings (weekly CA group, monthly expanded CA/Studio Managers)
Working knowledge of Newforma and other office software we currently use (Excel, WORD, etc.)
Duties will most likely grow as the group expands
Create, update and distribute:
  o Meeting Minutes/Memos for project meetings within Residential
  o Meeting Agendas for multiple weekly project meetings
  o Project directories for numerous projects
Maintain contact information for clients, consultants, and agencies in Outlook, Meeting Minutes, and Project Directory.

Schedule:
Full-time / Monday thru Friday (8 am to 5 pm), occasional overtime

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

Supervisory Responsibilities:
No supervisory responsibilities are associated with this position.

Education/Experience

Preferred with a bachelor's degree (B.A. or B.S.) from an accredited four-year college or university
At least five (5) years of experience in a like position
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
Ability to write reports, business correspondence, and procedure manuals in a coherent and professional manner
Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Things we'd love to see:

Ability to simultaneously handle several tasks, prioritize and plan effectively
Ability to read and interpret documents such as contracts and other agreements
Ability to communicate and coordinate effectively with Partner(s) and other staff concerning designated tasks
Proficiency in office software applications such as Excel and Word
Customer Service orientation
Knowledge of clerical and administrative procedures
- Ability to pick up new software with ease
  - Any familiarity with Deltek Products, Newforma, Office 365, and Smartsheet is a huge plus

**Work Environment:**
No unusual work environment characteristics are required in terms of those an employee encounter while performing the job's essential functions, including heat or cold, work locations, chemicals, or toxic substances. There is moderate business office noise only. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.