

Studio Project Coordinator - Must Have A/E/C Experience

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

Core Expectations

Administrative Tasks:

- GoTo Meetings - Create, edit & manage
 - GoTo meeting set-up 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 the team's notes, staffing meetings, etc., and coordinate action items with PMs.
 - 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 to keep the team up to date with software
- Schedule internal Training/Workshops (GoTo, SCRUG, QA-QC, etc.)
- Coordinate Conference Rooms with Front Desk
- Coordinate and set up internal lunches with the 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 them to Contracts Department
- Work proactively with Contracts Department to ensure contracts are reviewed and executed on time
- 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 them to the Client
- Create Scope of work/Deliverables document for proposals
- Review zoning / jurisdictional / Specific Plan requirements of particular projects and note them on a spreadsheet or established form with references
- Request Project Number from Accounting and assist the project team with correct usage/allocation of tasks on the 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 the 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 numerous 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.

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