

## **Project Management Assistant Grand Rapids, Michigan**

Join our team at TowerPinkster and open a new door to an amazing career!

TowerPinkster, a regional 100 person Architecture and Engineering Firm based in Michigan is looking for a talented Project Management Assistant. This position is responsible for providing administrative support to assigned Project Manager(s), and providing back-up in the absence of the Administrative Coordinator.

### **Position Responsibilities**

- Assist with proposal letters
- Assist Project Manager in new project set-up
- Project file set-up, filing and project file archiving
- Update project schedule as directed by Project Manager
- Schedule meetings for Project Manager as required
- Agenda processing including distribution
- Organizes Project Manager timelines and follow-up
- Process Meeting minutes, follow-up and distribute
- Attend project and/or team meetings as required, draft meeting minutes as assigned
- Update internal project budget documentation as directed by Project Manager
- Constantly monitor project design schedule looking ahead for forms/documents
- Prepare and maintain project documents as assigned
- Enter and update internal project budget documentation as directed by Project Manager
- Prepare, process, distribute and file consultant purchase orders and invoices
- Check voicemail and email in Project Manager's absence, as requested
- Access Project Manager's calendar, provide reminders as necessary, and update as requested
- Assist in coordination and tracking of shop drawings, pay applications, change orders, addenda, and bulletins
- Assist in publication of contract documents to consultants, CM's, and authorities having jurisdiction

### **Position Competencies**

- Practice honesty in all actions
- Follow through on commitments assigned
- Demonstrate accuracy and thoroughness
- Display commitment to quality work and look for ways to improve quality
- Contribute to a positive team spirit

- Put success of team above own interests
- Exhibit good listening and comprehension skills and patience with understanding needs
- Expresses ideas and thoughts both verbally and in written form
- Adapt easily to changes in work style
- Follow-up on completion status
- Keep others informed using appropriate communication methods
- Take independent actions
- Look for opportunities and seek increased responsibilities
- Undertake self-development activities
- Able to plan and prioritize work activities
- Use time efficiently and effectively
- Work in an organized manner
- Demonstrate required skills consistently
- Able to interact with others in a positive manner
- Able to understand the needs of others in order to exceed user expectations
- Display a willingness to make decisions, support and explain reasoning for decisions
- Able to complete tasks in a reasonable time period
- Complete work with accuracy and attention to detail

#### **Position Qualifications**

- Two to four years professional experience in A/E or construction firm as Administrative Assistant and/or Project Management Assistant
- Strong working knowledge (advanced level) of Microsoft Word and Excel
- Must be very organized and able to multi-task
- Excellent oral and written communication skills
- Must exhibit a professional demeanor
- Ability to contribute effectively in a team environment

#### **Position Location**

This is a full time position located in the Grand Rapids office.

#### **About TowerPinkster**

TowerPinkster is a firm of architects and engineers committed to design integrity, quality, and environmental responsibility. Our doors opened in 1953 with just six people and now we have more than 100 of the best employees in Michigan. At our firm, it's our people who make us different. We have the freedom to explore new ideas, the tools to create innovative strategies and the talent to inspire our clients through interactive design. Our expertise and collaborative, client-centered approach means the best ideas rise to the top. And having a diverse team fosters fresh perspectives, creating better results.

TowerPinkster received the 2014 Firm of the Year Award from AIA Grand Rapids. This award was given based on design creativity, community commitment, client commitment and team building. We are proud of this achievement and are thankful for our client relationships, our generous communities and all the employees who contribute to TowerPinkster's fun and creative culture! Our supportive work environment helps employees reach their career goals, and we have fun doing it! We love what we do and it shows!

**Our Vision:** A diverse, talent-based firm sought after in expanding markets.

**Our Mission:** Design leaders who create unique environments with clients and communities.

[www.towerpinkster.com](http://www.towerpinkster.com). We are an Equal Opportunity Employer