



PROJECT ASSISTANT

EHDD is an award-winning firm that provides architecture, interiors, planning and urban design services for educational, residential, institutional, commercial and civic clients. We are looking for a full-time Project Administrative Assistant to join the firm and dive into a variety of projects.

The ideal candidate is self-driven, resourceful and detail oriented to ensure the highest level of quality and service. Organizational skills, flexibility and critical thinking are necessary traits. A creative and proactive individual who is eager to take on new challenges and learn new skills will thrive in this position.

The Primary Responsibilities of this Position Include:

- Project Team Support: Assist with assembling project deadline packages, produce presentation materials and renderings, occasionally support the Marketing team with production and Construction Administration team with logging/tracking RFIs and Submittals, maintain and update accounts within our project management software, document reproduction (both in and out-of-house), and special projects as assigned.
- Contract Support: Track progress of multiple contracts, word processing, filing and documentation.
- General Administrative Support: Assist with scheduling/coordinating meetings, support Operations team in managing office-wide staffing needs, project archiving/filing, and break relief for receptionist as needed.

Qualifications:

- Bachelor's Degree required
- Minimum 2 years experience in a professional service oriented office (preferably architecture office)
- Excellent verbal and written communication skills
- Fluency in Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Knowledge of Bluebeam, Newforma, Deltek and/or Synthesis a plus
- Interest in design, architecture and/or sustainability

This is a full time position with competitive salary and benefits.

Please send your resume along with a letter of interest explaining why you want to work at EHDD and how you'd make a great fit for this position to HR@ehdd.com.