



The Project Administrator position is a good fit for anyone who is looking for a fast-paced role supporting project and construction administration of architectural projects during agency review and construction phases. The Project Administrator plays a crucial role in ensuring that all project administrative tasks are executed efficiently while working directly with Project Architects, Project Managers, Contractors, Consultants, and Clients. We are looking for a professional, meticulous team player with outstanding communication and time management skills to join our award-winning architecture firm. If you enjoy working in an engaging creative environment we would like to hear from you.

ABOUT THIS ROLE

- Provides administration support of architectural projects during agency review and construction phases
- Provides administrative support for preparation of specifications, plan review, and governmental agency review process if required
- Manages internal project administration software
- Processes project administration documents on external client-initiated software
- Manages and provides training and updates on construction administration software to company users
- Assists Architects, Project Managers, Project Captains in reviewing, tracking, and processing of shop drawings, submittals, requests for information (RFI), cost requests, cost proposals, change orders and other contractor and architect initiated administrative documents
- Assists all teams with construction administration deadlines
- Assists with project closeout and archive procedures.
- May administer bidding and plan distribution procedures for projects
- May assist in proposal and agreement creation and proofreading
- Support the front desk operations as needed, ensuring a welcoming environment for visitors, phones, setting up and breaking down meetings and other events.
- Perform additional duties and/or special projects as assigned or requested
- Proficiency in Google Suite applications (Docs, Sheets, Slides).
- Must be able to work independently as well as collaboratively and be initiative-taking
- Ability to problem-solve and strategize
- Compensation range between \$26.00-\$32.00 per hour plus benefits and contingent on relevant experience

ABOUT YOU

- Strong organization and time management skills
- Excellent written and verbal communication and proofreading skills
- Responsible and professional
- Ability to problem solve and strategize
- Ability to take on new challenges, responsibilities, and manage multiple tasks simultaneously
- Experience with general office equipment
- Proficient with Microsoft Office Suite specifically Word and Excel
- Familiarity with Bluebeam, Procore, E-Builder, Microsoft Teams, CRM software, and additional hardware and software knowledge a plus
- High School or equivalent required, some college preferred
- 2+ years of project administration experience or equivalent

Continued Next Page...



WHY TLCD ARCHITECTURE

TLCD is the leading architecture and interior design firm in the North Bay with 60 years of experience as modelled by our design excellence, diversity of work, and community enrichment. Our location in Sonoma County wine country affords us access to opportunities throughout the greater Bay Area and Northern California. We value the premise that each project is driven by unique client goals, design opportunities and challenges.

TLCD BENEFITS

- Competitive salaries
- Generous 100% employer paid health program, dental, vision, and disability benefits are offered for full-time employees
- 401k matching plan
- 10 paid holidays
- Paid time off (3-4 weeks a year based on experience)
- Weekly 'Wine Wednesday' all employee social and learning gatherings
- Professional growth and learning opportunities
- Continuing education programs
- Community volunteer opportunities
- Work life balance
- Flexible work schedule including half-day Fridays
- Hybrid/Remote opportunities available

Send resume to employment@tlcd.com and reference **Project Administrator** in the subject line.