

Job Title: Project Assistant	Date: 7/31/2014
Position Reports To: Project Architect or Project Manager	
FLSA Status: Non-Exempt	

Job Summary: Project Assistants are expected to develop design or technical solutions under the supervision of Project Architect/Project Manager.

Essential Duties and Responsibilities:

- ▲ Prepare drafts, designs and drawings as required.
- ▲ Conduct necessary code research.
- ▲ Make site surveys and visits as required throughout the project.
- ▲ Material ordering for projects
- ▲ Administrative duties include:
 - Filing
 - Archiving
 - File-Data Recovery
- ▲ Assistance with job estimating and preparing bids
- ▲ Other duties as assigned by supervisor.

Supervisory Responsibilities:

This position does not have any direct reports.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▲ Ability to utilize MS Word, Excel, Photoshop, Google Sketch-Up and Ajera
- ▲ Strong computer skills utilizing AutoCad
- ▲ Ability to communicate effectively in both written format and oral presentation.
- ▲ Ability to work well independently and in a team environment.
- ▲ Ability to follow direction
- ▲ Ability to multi-task and establish priorities
- ▲ Possess a working knowledge of the construction field.

Education/ Experience/Licenses/Certifications:

- ▲ Diploma in Drafting/CAD from an accredited institution of higher education.
- ▲ 1-3 years of experience in an Architecture Firm, preferably in commercial and industrial projects.
- ▲ Current/valid driver's license is required.

Physical Demands/Work Environment:

- ▲ Normal office environment with occasional travel to construction sites.

- ▲ Lifting – Ability to lift up to 50lbs. Standing, stooping, kneeling, bending, climbing and walking are all normal body positions involved with this job.

Key Performance Measurements:

- ▲ Produce 35 hours of billable work per week
- ▲ All jobs completed within the desired 5% of project hours for tasks identified by PM/Architect.
- ▲ All job records are kept current and accurately.
- ▲ 95% accuracy, minimum in picking up red marks of PM/Architect.
- ▲ Quality standards and client satisfaction are maintained as evidenced by the absence of unresolved client complaints.