

## PROJECT ADMINISTRATIVE ASSISTANT

### Company Overview

Shalom Baranes Associates (SBA) is a 165-person Washington, DC architectural firm located in Georgetown with an acclaimed reputation for its expertise in residential, commercial, institutional, and governmental design. Established in 1981 with a specific focus on the Washington, DC market, SBA has been at the forefront of development in the capital city. Learn more at [www.sbaranes.com](http://www.sbaranes.com)

### Job Description: Project Administrative Assistant

The ideal candidate is exceptionally organized, efficient, and meticulous. As a Project Administrative Assistant, the candidate will provide administrative support for two-to-three Project Managers in a collaborative team environment. The focus of the position is to facilitate project information processes for Project Managers overseeing large, complex base building architecture projects in the DC region.

### Position Responsibilities

- Maintaining project information in an orderly manner, with information filed according to office standards
- Attending project meetings with Project Manager(s) and assisting with taking, preparing, and tracking agenda items and meeting minutes
- Managing information intake and outflow processes
- Logging Architect's documents by phase (Pre-Design, Design, Construction Documentation, and Construction)
- Assisting with printing and scanning documents
- Other duties as assigned

### Required Qualifications

- Bachelor's degree and one year of relevant work experience or a minimum of five years of administrative assistant experience is preferred
- Background in architecture, engineering, or construction a plus
- Exceptional oral and written communication skills
- Proficiency in the Microsoft Office Suite

Preferred candidates are seeking a dynamic and collaborative work environment, where their ideas will be heard and their skills challenged.

### Apply Online

Passionate, innovative, versatile? We'd like to hear from you. SBA offers talented professionals the opportunity to work in a highly collaborative environment at a leading firm that excels in a broad range of complex urban projects. We're always looking for driven, detail-oriented people to join our team. Apply at: <http://www.sbaranes.com/careers/project-administrative-assistant>