



Seattle

**SOCIETY FOR DESIGN ADMINISTRATION  
SEATTLE CHAPTER**

**JOBLINE LIST  
11/8/17**

Contact: Kurt Wong, CDFA: [kwong@studioms.com](mailto:kwong@studioms.com)

Firms: Please notify Kurt Wong immediately if there are corrections/changes, or if the position has been filled.

Candidates: Please contact firms directly if you are interested in a position and remember to tell them you heard about it in the SDA JOBLINE!

- 1) WSP USA – Project Administrator Assistant **NEW!**



WSP USA (former WSP | Parsons Brinckerhoff) is looking for a full-time **Project Administrator Assistant** to support a high-profile project team in downtown Seattle. Follow the link (<https://tinyurl.com/y8ue3dt6>) for more information about the job's description and requirements, and to apply on line.

#### Job Description

Project Administrative Assistant needed to support fast pace, high-profile project office located in downtown Seattle. This position is critical to the smooth operation of 130+ person “blended” co-located team. Exceptional candidates will be professional, self-motivated, well-organized and detail-oriented with the flexibility and ability to prioritize and handle multiple tasks in a demanding environment. Candidate must be able to handle information with discretion.

#### Job Requirements

##### Duties and Responsibilities

- Schedule meetings, reserve conference rooms for large and complex meetings involving participants from many organizations
- Heavy calendars management and manage appointments/meetings for team
- Preparing materials such as correspondence, reports, forms, and technical memoranda
- Send, receive, and distribute, faxes, phone calls, and mail
- Assist in ordering office supplies, stocking supplies as necessary
- Experience using office equipment such as multi-line phone, large multi-feature document centers, copiers, printers, and fax machine. Trouble-shooting skills helpful
- Editing skills helpful: proofreading for grammar, spelling, punctuation, and format
- May be responsible for the production, distribution, and filing of project deliverables to ensure appropriate files are entered into project document control systems
- Absolutely must be a team player and able to work with all types of personalities. Must be able to work on a large multi-faceted administrative team within a large program team
- Must be able to prioritize multiple demands at one time
- Must be able to manage and meet deadlines
- Special projects as assigned
- Ability to lift up to 30 pounds

##### Minimum Education and Experience

- Requires four-year degree.
- Knowledge of MS Office Suite required, including advanced competency in Outlook.
- Experience with Visio and Adobe Professional helpful.

#### About WSP USA

WSP USA, formerly WSP | Parsons Brinckerhoff, is the U.S. operating company of one of the world's leading engineering and professional services firms—WSP. Dedicated to serving local communities, we are engineers, planners, technical experts, strategic advisors and construction management professionals. WSP USA designs lasting solutions in the buildings, transportation, energy, water and environment sectors. With nearly 7,000 people in 100 offices across the U.S., we partner with our clients to help communities prosper. [wsp.com](http://wsp.com).

The selected candidate must have the ability to work in the United States immediately.

EOE / Veteran/ Disability/ Gender (M-F)/Gender Identity/ Sexual Orientation