



Opportunity: Project Support Administrator

Our **Project Admin Team** in **Tacoma or Seattle** has an opportunity for a talented **Project Support Administrator**. Explore this opportunity with Psomas and apply today!

About being our Project Support Administrator

We have an exciting new opening for a Project Support Administrator to join our dynamic administrative team in either our Seattle or Tacoma office. This position will provide administrative support to our multidisciplinary project management staff for our public and private projects. Our ideal candidate will bring their collaborative spirit, excellent communication skills, creativity, and initiative to support our teams on current and incoming projects.

We put a high value on interpersonal skills and providing exceptional support for our clients and internal staff. We are looking for a well-rounded individual with a great attitude, good foundation administratively and a desire to learn and grow with our company!

Responsibility Highlights for our Project Support Administrator

- Process and assemble client contracts and subcontracts, review for accuracy, and maintain project-based tracking system
- Support Project Managers' administrative needs, discerning priorities and assisting them in aspects of internal project management and external client communication
- Create and update procedures for Project Administration Team
- Maintain efficient filing system, participate in phone reception, back-up front desk and help with other miscellaneous office projects
- Order, track, and manage certificates of insurance

Minimum Qualifications to be our Project Support Administrator

- Experience with contract processing
- Successful professional partnerships supporting Project Managers (or other leadership positions)
- Proficiency with Microsoft Office Suite
- High level of attention to detail
- Commitment to accuracy and integrity of work products

Preferred Qualifications for our Project Support Administrator

- Familiarity with the engineering and/or construction services industry
- Familiarity with Microsoft Teams and Smartsheet
- Notary public certification
- Experience with certificates of insurance
- Bachelor's degree in relevant field of study



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Highlighted Benefits for our Project Support Administrator

Enjoy hybrid and flexible work schedules, an inclusive benefit package providing medical, dental, and vision coverage for employee and qualifying family members, a 401(k) with immediate vested company match and an Employee Stock Ownership Plan that is 100% paid by Psomas!

- A competitive salary! The genuinely expected range for this position is \$26.00 - \$39.00 per hour depending on experience; *Compensation may be adjusted for well qualified candidates*
- 8 Paid Holidays & 3-4 Weeks of PTO (depending on experience; includes WA Sick Leave)
- Career pathing, training + professional development
- Relocation and/or housing assistance for qualifying candidates (if applicable)

Strong History + Bright Future

As a 100% employee owned company serving clients throughout the western U.S for over 78 years, **Psomas** is proud to be an award winning consulting firm with over 750 employees. Our talented team have an array of skills ranging from construction management, civil engineering, transportation planning, environmental, landscape architecture and urban design, and surveying and geospatial services. We strive for excellence, and welcome candidates of all identities, backgrounds, and perspectives to help us continue evolving as an inclusive, employee first culture. Together, we foster a collaborative work environment, promote teamwork, and provide many opportunities for professional growth and advancement. We are looking for team members that are excited to contribute to our projects and make a positive difference in our local community.

We're a fun, rewarding place to work! We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

TO APPLY:

<https://psomas.applicantpro.com/jobs/3303844>