

Position Available: Project Management Team Administrator



Green Ideas Building Science Consultants provide support for building owners, architects, engineers, contractors and facility managers who build and maintain high-performance, sustainable buildings. Our services include high-performance building consulting, daylight / energy modelling and analysis, water efficiency consulting, LEED project management, educational programs and BIM implementation services. The Green Ideas team has completed more than 100 LEED certified projects representing over 25 million square feet of sustainable space. Due to both the technical knowledge and practical experience of our principals and consultants, Green Ideas has become a recognized leader in the green building industry throughout the United States.

DESCRIPTION OF POSITION:

The Project Management Team Administrator (PM Administrator) will perform administrative tasks to support Green Ideas Project Managers and thereby will allow the team to execute projects more efficiently. He/she will improve the efficiency of the current process by directly performing the PM tasks that do not require subject matter expertise in green building systems and technology. In addition to completing the routine tasks, the PM Administrator will monitor the progress of all current projects and will prompt subject matter experts (Green Ideas PMs and outside project team members) for timely completion of their tasks. The PM Administrator will utilize the management process developed by Green Ideas to help drive the projects through all phases from start to finish. Note that interest in Green Building and sustainability is desirable; however, this is not a training position for green building project management.

RESPONSIBILITIES:

- Coordinate with assigned lead PMs and the Office Administrator to set up project records, files, directories, etc.
- Gather and enter project data in the company database in sequence with project progress
- Track and report on basic project milestones
- Using Green Ideas templates set up project-specific report forms for PMs to populate and update with information for clients
- Set up projects on the LEED (Green Business Certification Institute) website
- Train outside team members to enter LEED documentation on the GBCI website
- Monitor progress of outside team members
- Assist in downloading, filing, and organizing LEED documentation in preparation for review by Green Ideas' PMs
- Prepare contractor training binders
- Maintain and improve the organization of project management tools and resources created by Green Ideas' PMs
- Continue the migration of PM resources to the database
- Assist Green Ideas' PMs to close out and archive projects
- Work directly with the Green Ideas' PMs to prioritize and execute the above tasks

SKILLS & EXPERTISE:

- Desired qualities developed through experience include mature, resourceful, self-directed, cooperative, congenial, and appropriately assertive
- Excellent organizational skills
- Listening perceptively and conveying understanding of communication
- Ability to maintain a balanced perspective, properly prioritize multiple tasks and effectively manage time
- Skill in business communications, both written and verbal

Position Available: Project Management Team Administrator



- Writing grammatically correct routine business correspondence
- Editing technical and analytical reports
- Expertise in MS Office Suite Programs with an aptitude for learning new software
- Ability to train and motivate outside team members, including clients, to perform LEED documentation tasks
- Ability to maintain a balanced perspective and to properly prioritize multiple tasks and to manage time
- Ability to synergize well with the Green Ideas' team in a flexible and supportive manner
- Ability to represent Green Ideas to outside team members in a positive manner
- Ability to train and motivate internal and external team members, including clients, to perform LEED documentation tasks

GENERAL CONSULTING SKILLS:

- Ability to clearly and effectively communicate complex ideas and processes through strong language and writing skills
- Analytical skills for reviewing design and construction documents, technical data, regulations, standards and reports
- Expertise in MS Office Suite Programs with an aptitude for learning new software (i.e., energy analysis; glazing performance analysis; life-cycle assessment; web-based tools)
- Strong computer skills, including proficiency in MS Office suite, Adobe Acrobat, AutoCAD, Revit & Trimble SketchUp
- General understanding of the principles that guide environmental design
- Ability to synergize well with both project teams and the Green Ideas' internal team members in a flexible and consistently positive manner

EDUCATION AND EXPERIENCE:

- LEED Accredited Professional or Green Associate preferred
- Degree in accounting, business, management, communications, administration or construction-related fields
- 4+ years related experience with demonstrated professional advancement
- Certifications from, or affiliation with, industry organizations in the building sector
- Experience or involvement with USGBC / GBCI

SALARY RANGE:

Green Ideas offers market-competitive salary packages appropriate to the applicant's experience level. The expected range is from \$20,000 to \$40,000.

APPLY FOR THIS POSITION:

Please send a letter of interest and a resume to Charlie@Egreenideas.com or call 602-635-7925.