



# SCJ ALLIANCE

## CONSULTING SERVICES

SCJ Alliance (SCJ) strives to employ top-quality people who will support the company's unique culture — a place where we not only serve our clients but also one another. We routinely and easily cross job description “lines” in order to be part of getting something accomplished, no matter how small the task.

**Position:** Project Coordinator

**Location:** Centralia

**Position Summary:** Intermediate-level position, which performs a variety of tasks in support of principals and project managers.

**Essential Duties and Responsibilities:** *(The intent of this list is to provide information regarding the types of duties of the position, but it is not an exhaustive list of all duties and responsibilities.)*

**Project Support Responsibilities:**

- Troubleshoot, organize, coordinate, and research information and applicable codes in regard to project assignments
- Prepare draft memos, documents, and reports for project managers as requested
- Analyze applicable city, county, state, and federal codes and policies relevant to assigned projects as needed
- Provide assistance with submittals to local, state, and federal permitting agencies
- Attend project meetings to take minutes and provide support for project managers
- Prepare meeting minutes for distribution and prepare cover emails
- Prepare materials for project meetings and organize meeting locations, agendas, and attendance lists
- Provide communication support with sub-consultants on assigned projects
- Communicate availability to assist on projects to all company owners and project managers when have capacity to take on new tasks

**Administrative Responsibilities:**

- Create files to be consistent with company standards
- Independently perform administrative duties such as coordinating meetings, scheduling appointments and travel arrangements
- Format and assemble correspondence, reports, memos, and forms using word processing and/or spreadsheet software
- Assist with maintaining an orderly office appearance
- Act as primary staff for administrative duties including, but not limited to answering phones and running errands
- Assist in the preparation of project budget spreadsheets
- Maintain project filing; ensure files are consistent with company standards; coordinate specific filing needs with project managers for specific projects as needed

**Finance Support Responsibilities:**

- Set up new projects in Deltek
- Research project billing history as requested



- Prepare contract documents for new projects and assure they are fully executed

**Education, Experience, Desired Qualifications:**

- Requires high school diploma (college course work desired) and 5 years of increasingly responsible administrative experience
- Experience working with Deltek desired
- Must have excellent computer skills in Excel, Word, Outlook, PowerPoint and MS Project
- Accounting and/or math aptitude needed
- Strong verbal and written communication skills as well as experience interacting with clients and management staff

**Special Requirements/Physical Demands/Working Conditions:**

- Work is primarily performed in an open office setting
- Travel requirements are minimal and are mostly limited to local work sites and local business errands
- Requires operating office machines such as, but not limited to, computers, copiers, plotters, phone, and fax
- A valid Washington State Driver's License is required

**Hours of Work:**

Initially the Project Coordinator will work up to 32 hours per week, increasing to full-time as workload increases.

**Compensation:** DOQ, plus generous benefits package including paid time off, 401(k) matching program, health and disability insurance.

Learn more at [www.scjalliance.com/culture/careers](http://www.scjalliance.com/culture/careers).