



Project Coordinator

Wenatchee, Washington

Are you thorough and organized? Do you enjoy taking big ideas, breaking them into small pieces, and seeing them through to the finish line? How about working with several departments across the company? If so, our dynamic team of engineers and project managers wants to hear from you!

Who we are

SCJ Alliance is a 100% employee-owned company with the mission to serve our clients, communities, and each other with creativity, knowledge, insight, and perspective. With great projects and a fun-loving team, our firm has been named as both one of the nation's fastest growing and best places to work in recent years. With seven offices across Washington state, and one in Colorado, we specialize in civil engineering, transportation planning & design, environmental & urban planning, landscape architecture & design, and public outreach. Our mantra "Anticipate. Envision. Create" captures our work environment and project approach.

What you'll be doing

- **Supporting project managers on work that builds community and keeps us moving forward.** We're a multidisciplinary firm, meaning you may work on a transportation project one day and a landscape architecture project the next.
- **Coordinating contracts and project documents.** From proposals and submittals to budget spreadsheets, memos, and reports, we're looking for someone to keep things organized and professional.
- **Communicating project details with clients, subconsultants, and SCJ staff.**

What you bring

- A passion for serving others, communication, creativity, and a commitment to high-quality work.
- 5 years of increasingly responsible administrative experience.
- Accounting and/or math aptitude. Deltek experience desired.
- Excellent skills in Excel, Word, Outlook, PowerPoint, and MS Project.
- Strong verbal and written communication skills and comfort interacting with clients and management staff.
- High school diploma. College course work desired.

What we bring

- [An unbeatable culture!](#) Firm-wide campouts, [mugshots](#), gold-medal [costume competitions](#)...you'll love coming to work.
- [Quality projects.](#) We pursue work that improves communities, challenges us, and makes a difference.
- [Community involvement opportunities](#) and a charitable matching program.
- Retirement benefits: 401(k) & employee stock ownership plans.
- Paid time off.
- Health and other insurance plans tailored to your needs.

Visit scjalliance.com/careers to apply.