

Project Coordinator - JUMP.

Skill Set

- Highly computer literate in either Macintosh (OS X) or Windows (XP Professional). (Project team members work on both platforms, so the ability to move data effectively between platforms will be helpful. It's easier if you are Mac based, but not a requirement.)
- Advanced computer skills in the following programs;
 - Microsoft Word
 - Microsoft Excel
 - Lotus Notes
 - Adobe Acrobat (for editing and mark-up and creation of documents)
 - Web Browser
 - Ability to use Social Networking Site such as Twitter, Facebook, Flickr etc.
 - Ability to use a digital camera and retrieve and file the images.
 - Must be able to complete a practical test satisfactorily during the interview process. (Min one hour should be allowed for this.)
- Highly Organized
- Shorthand or excellent note taking skills for meeting minutes etc.
- Basic Research Skills in both traditional and internet resources
- Excellent Communicator, both written and oral. Please take the opportunity to demonstrate your written skills in your cover letter.
- Excellent work ethic and self reliant. Able to work independently as well as take direction and work as part of a unit.
- Interested in learning and able to learn new tasks quickly and adapt to new and challenging situations.
- Knowledge of filing systems and document management methods. ("Documents" includes; drawings, specifications, reports, photographs, video, e-mail, paper and digital formats, etc.)
- Trustworthy with confidential information.
- Knowledge of construction a definite asset.
- Reliable Transportation / Driver's License

Duties (representative list)

- Recording proceedings at various meetings. (This is where familiarity with some of the technical language associated with construction will come in handy.)
- Creating spreadsheets, correspondence and memoranda from computer files or handwritten material.
- Logging, filing and retrieving documents and project data of all sorts including, but not limited to, documents, drawings, specifications, reports, invoices, estimates, photographs, video, handwritten notes & sketches and physical samples.
- Scheduling meetings, taking telephone calls, arranging for meeting spaces & refreshments both at the project office and remote sites.
- Acting as a central point of contact for the Project Office for our consultants, designers, vendors, authorities and stakeholders.
- Other duties as assigned within the context of the position.

Work Environment

- The candidate will become part of a small, highly motivated and enthusiastic project office located in downtown Boise.
- Dynamic and often hectic as we are doing something that has not been done before.
- Visits to the Project Site will be required. An understanding of the nature and characteristics of a construction site a definite asset. Alternatively, an ability to adapt and tolerate this unique environment. Safety orientation and training will be provided.
- Position is a Temporary Contract position (approximately 3 years), Full Time. (approximately 40 hours per week). Anticipate some travel including overnight and the potential for weekend and evening activities and duties.
- Salary commensurate with experience and demonstrated capability.

Responses should be representative of your attention to detail and communication style. Please include your salary expectations.