

MENGG ANALYSIS

RE: Job Opportunity – Project Coordinator

VALUE ANALYSIS
CONSTRUCTABILITY
COST ESTIMATING
COMMISSIONING
FACILITY ASSESSMENTS

New opportunities are now available in our Seattle office for a strong administrative person who is organized and thrives on challenges. We are busy, and actively seeking a Project Coordinator who wants to put their skills to work in a dynamic, fast-paced environment that offers plenty of variety and room for growth.

This position will benefit from a confident and assertive person who desires the flexibility to work both on a team and independently. Duties are numerous and include logistics, research, tracking, client contact / service, proposal writing, creating graphics and 3D models, editing AutoCad files, database maintenance, and report production. Every day is different!

The ideal candidate will be articulate, personable, and energetic with top-notch computer skills and a desire to succeed. He or she must have prior experience working in an office in this capacity, with applicable software (MS Office, Adobe Suite) and equipment. Additional desirable traits include excellent writing skills (grammar, etc.), time management, the ability to multi-task efficiently, and to interact with a wide variety of people. Previous experience in an engineering / architecture firm is preferred, with proficiency in AutoCad, Sketchup, Photoshop.

This is a full-time position M-F, 8-5. Hourly (average 40 hrs / wk) DOE plus benefits (medical, paid time off, holidays, retirement, etc.)

No recruiters.

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Please submit a resume to hr@mengnet.com or via mail:
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c/o Meng Analysis
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