

BORA



Senior Project Administrator

Bora Architecture & Interiors is seeking an energetic, self-motivated project administrator who shares our values of positive social impact, sustainable innovation and forward-thinking design to join our growing practice in Portland.

The ideal candidate will bring previous knowledge of the architectural, engineering and/or construction fields with an interest in providing project support in a fast-paced creative environment. We are looking for candidates with a positive attitude, an ambition to learn and grow and a commitment to actively contribute to our creative and equitable firm culture.

Qualifications

- A minimum of 5 years of project administrative experience in architectural, engineering or construction
- Exceptional attention to detail and organizational skills with the ability to complete tasks independently, timely and with high quality
- Ability to manage multiple project tasks at once and prioritize appropriately
- Comfortable asking questions and proposing solutions
- Excellent verbal and written communication across a variety of personal and project team communication styles
- Familiarity with Microsoft 365, Bluebeam, Miro, Deltek Vision and ACD5 AIA Contract Document preferred
- Training and management experience preferred

Roles and Responsibilities

- Project admin team lead
- Manages training, process development, and division of work for project admin team

- Independently performs a variety of moderately difficult to complex administrative tasks as needed and assigned
- Responsible for project team setup, provides quality control for project documents consistent with Bora standards and assists with preparation and distribution of project deliverables
- Assist with construction administration tasks, drafting and managing AIA consultant agreements and amendments

Compensation and Benefits

We care about the wellness of your whole person. As such, Bora is proud to support its employees with a robust benefits package which includes:

- This is a full-time salaried position
- Comprehensive medical, dental and vision insurance
- Flexible Spending Account (FSA)
- Traditional and Roth 401(k)
- Pre-tax TriMet Hop Fastpass
- In-office bike storage
- Continuing education access
- Mentorship opportunities
- Use of the [Bora Beach House](#)

To Apply

Please send your letter of interest and resume to careers@bora.co. In order to counter implicit bias in our recruitment process, we ask that candidates not include head shots in their application.