

# BORA



## Project Administrator

Bora Architecture & Interiors is seeking a highly organized, 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 2 years of professional administrative experience
- 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

### Roles and Responsibilities

- This is a full-time salaried position
- 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:

- Comprehensive medical, dental and vision insurance
- Flexible Spending Account (FSA)
- Oregon Paid Family and Medical Leave
- 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](#)
- Hybrid Work Support

### To Apply

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