

PROJECT ADMINISTRATOR AT GREAT ECOLOGY

About Great Ecology

Great Ecology is a leading ecological consulting firm focused on creatively solving ecological problems. Our mission is to help repair the world through ecology and design and expand the ecological horizon for leading corporations and public agencies. The Great Ecology team works with a wide range of public and private clients to increase the ecological and economic value to developed, degraded, contaminated, and underutilized sites.

We work together in a collaborative environment that fosters innovation in science and design while encouraging individual initiative, creativity, and skill development. Great Ecology provides opportunities to work in a variety of ecosystems and on projects throughout the United States.

Justice, Equity, Diversity, and Inclusion at Great Ecology

At Great Ecology, we know working toward access, justice, equity, diversity, and inclusion is multifaceted and that meaningful change requires action.

We strive to create a workplace where people feel their humanity is recognized, welcomed, and appreciated. At Great Ecology, this means dedicating resources to maintain and improve upon access, justice, equity, diversity, and inclusion in our workplace and in our interactions with others. We know that honoring people's diverse experiences, views, and identities helps foster trust which can lead to innovation, successful collaboration, and greater resilience both within the workplace and within communities.

But our work doesn't end there.

As an ecological consulting and landscape design firm, we are engaged with rehabilitating ecosystems. For us, this means working to acknowledge and understand the ways cultural, economic, and political systems alter the natural world. We create strategies to restore biodiversity and improve the ecological function of landscapes through our technical knowledge about how people have impacted, and been impacted by, degraded ecosystems. As part of our work, we seek to create opportunities for all people to foster a sense of belonging, meaningfully interact with the world around them, and strengthen connection to place.

Job Description

We are looking for an early to mid-career project administrator interested in a **part-time** position, who has strong attention to detail and exceptional organizational skills to join our operations team. Key responsibilities include:

- Oversee project set-up, including: project file management, entering contracts into our project management software, updating internal reporting systems with contract information;
- Offer significant contract administration support, including: tracking and managing contract documentation, certificates of insurance, W-9s, and other related responsibilities;
- Organizing and filing certificates, licenses, etc., for project work on an as-needed basis;
- Oversee the project close-out process;
- Support general electronic file organization and management;
- Maintain tracking database for subconsultants and project affiliates;
- Support maintenance of project database;
- Provide project data and reports upon request from project management software; and
- Track and maintain key performance indicators and other data analysis, as requested.

Required Skills & Experience

Candidates must meet the following minimum requirements for consideration:

- Approximately 1-3 years of relevant experience with project administration, including contract administration, invoicing, budget reconciliation, and file management;
- Detail-oriented and thrives in a process-driven environment;
- Proficient with Microsoft Office 365;
- Experience communicating information in an accessible, clear manner;
- Excellent organizational skills, time management, ability to balance workloads, and keep meticulous records; and
- Adaptable to working well both independently and in a team environment.

Preferred Skills & Experience (but not required)

Preference may be given to applicants who provide these skills:

- Bachelor's degree in business administration, project management, business, accounting, finance, economics, or related field.
- Experience using BQE Core;
- Excel Expert certification (or higher), or equivalent;
- Experience with DocuSign;
- Process efficiency and management;
- Experience measuring and reporting on project performance; and
- Demonstrated experience with tracking KPIs or similar performance metrics.

Additional Information

This position is **part-time** (estimated at 20 hours a week) and can be remote or in-person in our San Diego office. The person who fills this position will be classified as a non-exempt employee.

Anticipated hiring range for this position is: \$27-32 / hour

To Apply

Applicants must submit a cover letter and resume to be considered. Send your application materials to jobs@greatecology.com with the subject line "Project Administrator."

For more information about our firm, visit our website: www.greatecology.com.