

**Building ONE Consulting, LLC**

**Lakewood, CO**

***Senior Administrative Assistant/Project Coordinator***

Building One Consulting performs work as a third-party consultant for numerous developers, lenders, and architects on projects across Colorado and nationwide.

Building ONE Consulting, LLC has an *immediate* opening for an *experienced* Senior Administrative Assistant/Project Coordinator in our Lakewood, CO office.

The Senior Administrative Assistant/Project Coordinator provides necessary support to our Project Managers with document collection and maintenance, writing, editing and delivering project reports and correspondence with our clients. This position is an integral and highly critical part of the team.

The *ideal* candidate should have the following skills:

- *Team player* and contributor,
- flexible,
- *strong* attention to detail,
- *advanced* Microsoft Suite Skills (Word, Excel and Outlook),
- *exceptional* organizational, time management, and writing skills,
- *moderate* mathematical /accounting skills,
- *calm* under pressure,
- *familiarization* with architectural plans is a plus!

We are looking for a candidate with either a 2-year or a 4-year degree, preferably in construction management, project management, real estate or a related field.

This position requires 90% office time and 10% field work in a fast-paced environment with other fun and creative people.

Building ONE Consulting offers competitive salaries, a company sponsored retirement plan, a company sponsored health insurance plan and a flexible time-off plan.

To be considered: Please submit your cover letter and resume to: [Nancy.meister@building-one.com](mailto:Nancy.meister@building-one.com).

NO Phone calls please.

[www.building-one.com](http://www.building-one.com)

Equal Opportunity Employer

