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## Part-Time Administrative Project Coordinator Position

Byce & Associates Inc, an award winning architectural and engineering firm in Kalamazoo Michigan with a diverse and growing portfolio, is currently seeking hard-working individuals to apply for the Part-Time position of Project Coordinator (20 hrs/week or less). Applicants should be able to bring new ideas and improvements to business practices, work well both independently and as part of a team, and show respect to co-workers, customers, and visitors in the workplace.

### Basic Qualifications

- Knowledge of office processes, practices, and computer software applications ie: Word, Excel, Powerpoint.
- Discretion, good judgment ability, adaptable and versatile individual.
- Organizational skills.
- Excellent written and oral communication skills.
- Initiative and ability to operate independently.
- Reliable/good attendance history.

### Job Responsibilities

- Open and close the office
- General Reception duties
- Coordinating with various employees for activities related to operational support of the unit.
- Preparing, composing, typing, editing and distributing minutes and agendas of numerous meetings.
- Assist project teams with specifications, presentations and/or reports as required.
- Responsible for setup and cleanup of meeting facilities.
- Dealing with incoming calls, post, email, and faxes, and taking minutes and dictation in meetings.
- Organizing and maintaining electronic and paper files and managing projects.
- Liaising with suppliers, clients, and other staff.
- Assist Accounting with Accounts payable and Accounts Receivable input
- Assist Marketing Coordinator with document preparation and other projects as needed.

Byce & Associates, Inc offers a competitive salary.

For immediate confidential consideration, please submit your resume to [hr@byce.com](mailto:hr@byce.com).

All candidates should have legal work status in the United States. Byce & Associates, Inc is minority owned, an Equal Opportunity Employer.