



Project Administrator

About Us

Aulick Engineering is a woman-owned small business that provides engineering design and construction management services for transportation projects. Aulick provides quality professional services to airports, DOTs, municipalities, engineering firms, and commercial developers around the southeast.

Aulick Engineering offers team members the opportunity to grow at their own pace without being boxed into a typical role. Our closely-knit team will work directly with you to provide a challenging, rewarding, and hands-on experience in all aspects of our work. Aulick Engineering strives to provide a workplace where hard work is recognized and rewarded while still encouraging a healthy work-life balance. Our team members are kind, resourceful, respectful, and trustworthy and we are looking for others who share those values.

Job Description

We are currently looking for a Project Administrator to work in our Columbia, SC or Durham, NC office. This role offers flexibility in terms of hours, with both part-time and full-time options available. The ideal candidate should possess a desire to work for a fast-paced, growing, “never a dull moment” business and meet the qualifications listed below.

Qualifications

- Associate degree in a related field preferred
- Prior administrative experience, preferably in the A/E/C industry
- Proficient in MS Office, including Word, Excel, and Outlook
- Strong organizational and multitasking skills
- High degree of professionalism
- Ability to work independently and as part of a team

Responsibilities

- Facilitate initiation and organization of new projects, ensuring all necessary documentation and resources are in place
- Manage logistics for site visits, including detailed planning, mapping, and coordinating travel arrangements
- Assist in gathering and compiling initial project data
- Assist in creating reports by designing templates, inputting project details, incorporating photos and graphics, and ensuring adherence to company style guides
- Provide support in preparing project plans, ensuring accuracy and timely delivery
- Draft and update project profiles and resume language to highlight project achievements
- Support department meetings by preparing agendas, taking meeting minutes, organizing activities, and managing logistics such as catering orders
- Assist in developing project schedules and workload distribution



- Help implement and oversee processes related to project management and project closeout
- Assist in scheduling and following up on QA activities, while ensuring proper filing and documentation
- Oversee administrative tasks such as project updates, file organization, workload scheduling, and deadline monitoring
- Coordinate contracting, invoicing, and communication with subconsultants
- Oversee and coordinate the administration of engineering software licenses, determining needs and managing renewals as needed

Benefits

Note: Benefits shown below are available to employees working 30+ hours per week.

- Medical insurance
- Vision and dental insurance
- Healthcare and dependent care flexible spending accounts (HSA and FSA)
- Employer-paid short-term and long-term disability coverage
- Employer-paid life insurance and AD&D insurance
- 401k program with company match
- Discretionary time off
- Ten (10) paid holidays
- Fitness membership reimbursement
- Flexible hours and work-from-home days
- Company-provided equipment, including laptop and cell phone

Equal Opportunity Employer

Aulick Engineering is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, religion, national origin, age, sexual orientation, disability, veteran status, genetic data, or other legally protected status.

Want to Learn More?

If you are interested in learning more about this opportunity, please submit your resume to hr@aulickengineering.com.