

P A U L E T T
T A G G A R T
A R C H I T E C T S
A I A
7 2 5 G R E E N W I C H S A N F R A N C I S C O 9 4 1 3 3

T 4 1 5 9 5 6 1 1 1 6
F 4 1 5 9 5 6 0 5 2 8

January 19, 2010

HUNTERS VIEW REDEVELOPMENT - Training, Hiring & Contracting Goals

Hiring Manager: Aimee Tsao, T 415.956.1116, at@ptarc.com

Application Documents:

Applicants to submit a cover letter (addressed to the hiring manager), resume and document sample (see position description for details regarding document sample)

Timeline of Hiring Process:

Interviews to be conducted until February 12, 2010.

Hiring anticipated to occur mid- to late- February 2010.

Starting Hourly Wage: \$11-13/hr (commensurate with experience)

***Only one position will be filled. Two position descriptions have been provided below.**

1A - POSITION: Administrative Assistant

Scope of Position:

- Receive & direct telephone calls, prepare transmittals, data entry, filing, miscellaneous office organization

Skills/Education/Experience Required:

- Familiarity with Mac & PC operating systems desirable.
- Must be proficient in the following software programs: MS Word & Excel. Adobe Acrobat Professional desirable.
- Individual must have a courteous manner and articulate verbal and writing skills.
- High school degree required. Some college level education desirable.

Weekly Schedule and Projected Duration:

- Part time (mornings - OR - all day Wed + Fri)
- 6 month duration

Available Training (if any) that will be provided:

- Office Administration

Document Sample to be provided with cover letter and resume:

- Provide a writing sample describing what you hope to gain from the position and why you are the best person to fill the position.
- Approximate length: 200 words (single spaced, Arial font size 10)

1B - POSITION: Intern

Scope of Position:

- Assist Architectural staff with miscellaneous project tasks including drafting, model building, organization and maintenance of architectural library & product library

Skills/Education/Experience Required:

- Familiarity with Mac & PC operating systems desirable
- Must be familiar with the following software programs: AutoCAD
Adobe Creative Suites (desirable, but not required)
- High school degree required. Some college level education desired, preferably in design related studies.

Weekly Schedule and Projected Duration:

- All day Monday and Friday
- 6 month duration

Available Training (if any) that will be provided:

- Introduction to the process of an architectural project
- Additional CAD training

Document Sample to be provided with cover letter and resume:

- Provide a minimum of two (2) examples of past work reflecting experience carrying out tasks indicated in the position scope.
- Documents to be in PDF file format, 8.5"x11" min. page size, 11"x17" max. page size
- Examples may include, but not be limited to, samples of past drafting work, images of built models, 3D modeling/renderings, graphic layouts.