



Join our team!
We're Hiring



The ELOCEN Group[®], LLC is a Program and Project Management provider in the built environment, committed to improving the quality of lives in our communities. Key service offerings include Construction Management, Design Management, Information Technology, and Facilities & Logistics Integration. These services extend from initial pre-planning through all project development phases to final turnover/occupancy and logistics support.

Learn more at www.elocengroup.com

All interested applicants must APPLY ONLINE at
<https://elocengroup.com/careers>



Job Description

Title: Administrative Assistant / Project Coordinator
Reports to: CEO
Department: N/A
FLSA Status: Exempt
Date: July 2026

Company Information:

The ELOCEN Group, LLC delivers a full spectrum of Program and Project Management consulting services for Federal and commercial facilities projects of all scopes and sizes. Guided by our mission to improve the quality of lives in our communities, we specialize in the built environment by offering expertise in Construction Management, Design, Facilities Management, Master Planning/Logistics, IT Integration, and Electrification Strategy.

Summary of Position:

The Administrative Assistant / Project Coordinator provides high-level administrative support to the Headquarters Office, including managing calendars, travel, communications, and meetings. The role also supports internal projects by coordinating schedules, deliverables, and documentation in collaboration with project managers. This position ensures smooth communication between the company and stakeholders while contributing to the successful execution of organizational and project-related priorities.

Primary Responsibilities:

- Provide meeting management/coordination support (ie. scheduling calendar, meeting minutes, etc.)
- Assists with questions and problems courteously and promptly and performs miscellaneous clerical functions and special projects as assigned.
- Coordinate and prepare for internal and external meetings, including materials preparation, logistics, notetaking, and follow-up.
- Screen and manage telephone calls, emails, and visitors for the company, ensuring timely responses and follow-through.
- Draft high-level correspondence, reports, memos, and recommendations on behalf of the company.
- Ability and means to travel on flexible schedule as needed may be required with advance notice, proof of liability insurance and property damage insurance on vehicle is required, to include a valid driver's license.
- Organize office-wide events in coordination with the Department of Administrative Operations (e.g., holiday parties, appreciation events, birthdays).
- Assist with maintaining company files and administrative records, including confidential and sensitive documents.
- Create spreadsheets and presentations, as required using Microsoft Office Suite
- Assist with special projects and ad hoc assignments for the company.
- Provide general administrative and personal support to the CEO when needed.
- Support internal communication flow and elevate critical issues with recommendations.
- Coordinate expense reporting and submission of task order administrative deliverables.
- Maintain office supplies inventory and support office-wide logistics, mail, and courier tasks as needed.
- Provide administrative support on sites where required.
- Attend meetings as needed to ensure documentation, accountability, and follow-through. Provide back-up support to Administrative Operations/HR Manager as necessary.

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- Support other office departments as needed.

Secondary Responsibilities (Project Coordination) As Assigned:

- Support project managers in fulfilling client contract requirements by assisting with planning, scheduling, and organizing contract activities.
- Coordinate contract deliverables such as meeting minutes, charts, and inventory logs.
- Assist in managing subcontractor coordination and communication.
- Help develop and monitor project schedules, track performance metrics, and support compliance with contract terms.
- Participate in project billings, close-out documentation, and modifications or renewals.
- Represent ELOCEN at industry-related events as needed.
- Provide administrative support on project-related documentation, walkthroughs, and reports.
- Maintain effective relationships with internal project teams and client contacts to ensure timely and high-quality deliverables.

Minimum Qualifications (Education, Experience, Skills):

- Bachelor's degree or equivalent experience; 10+ years of experience supporting department heads is required.
- Experience supporting a fast-paced executive, entrepreneur, or similar high-demand environment.
- Strong understanding of administrative processes and best practices.
- Experience with federal contracts, procurement, or construction industry is highly preferred.
- Excellent organizational, time management, and multitasking skills.
- Ability to manage sensitive and confidential information with discretion and sound judgment.
- Superior written and verbal communication skills.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe, and Canva.
- Strong interpersonal skills and ability to work with diverse personalities and senior executives.
- Must be available for occasional weekend work and be able to travel with short notice.
- Must have a valid driver's license and proof of insurance.

Personal Characteristics:

- Professional, poised, and confident in representing the executives and company.
- Highly responsive, self-motivated, and detail oriented.
- Strong decision-making, critical thinking, and analytical skills.
- Results-driven with a collaborative approach.
- Comfortable working in high-pressure, fast-paced environments.
- Mature, diplomatic, and able to interact effectively with stakeholders at all levels.

Physical Demands:

The physical demands described here are representative of those required to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities. This role may involve sitting or standing as needed, walking periodically, and lifting up to 25 lbs.

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