



Document Specialist

Pickering Associates has an opening for a Document Specialist. The successful candidate will have a keen attention to detail, collaborative and cooperative demeanor and background in the A/E/C industry or a desire to learn. This is a full-time position located in our Charleston, WV office.

General Job Responsibilities include but are not limited to:

- Develop proficiency in utilizing company software programs for specifications and required documents.
- Prepare project manuals for construction projects, supporting all Pickering Associates' offices, as needed.
- Provide specifications for diverse delivery methods and project types.
- Develop and maintain a base specification that can be applied to all projects to streamline production and to control quality.
- Prepares AIA Documents and manages corresponding software systems.
- Maintain the base Specification by incorporating current codes and standards.
- Assist project managers with the preparation of General and Supplemental Conditions and bidding documents.
- Assist in directing consultants in the preparation of specifications in accordance with Pickering Associates standards.
- Organize and manage construction submittals and RFI requests.
- Act as a resource for architectural and engineering staff providing information on materials.
- Manage contract close out functions in accordance with contractual requirements.
- Lead or assist with the creation or revision of contract documents, forms, processes, and procedures.
- Replies to general information requests with accurate information.
- Clerical duties, as needed for the Charleston office.

Qualifications:

- Minimum of an Associate Degree.
- Excellent verbal and written communication, as well as time management skills.
- Proficiency in MS Word, Excel, and other relevant computer software.
- Obtain Notary Seal (Pickering will pay associated fees).
- Knowledge and use of SpecLink (preferred).