

## DATA & PROJECT SUPPORT ASSISTANT

**Location:** Salt Lake City, Utah

**Hours:** This position is expected to be temporarily part time – approximately 24 hours per week for a maximum of 6 months. This is subject to change upon needs of the project.

**To Apply:** Please send resume to [employment@ffkr.com](mailto:employment@ffkr.com)

**General Description:** We are seeking a highly organized and detail-oriented individual to join our team at FFKR Architects to assist with the renovation project of the Salt Lake City Temple. This role is a unique opportunity to gain valuable experience in the architecture field while supporting a team of principals and associates.

**Education and Experience:** No formal job experience is required. However, the candidate must be very familiar with Excel and preferably the architecture field.

### DUTIES AND RESPONSIBILITIES:

- **Data Management:** Use advanced Excel skills to manipulate and organize raw data into actionable insights. You'll be responsible for sorting and structuring information to help guide project decisions and streamline processes.
- **Project Support:** Assist in various tasks related to the renovation of the SLC Temple. This may include managing project documentation, updating timelines, tracking billable hours, and supporting the project team with data-driven insights.
- **Team Collaboration:** Work closely with principals, associates, and other team members. You'll need to stay proactive, looking for opportunities to assist beyond your immediate tasks and contribute wherever needed.
- **Adaptability:** Be open to receiving feedback and adjusting when necessary. We value someone who is flexible and can adapt quickly to changing needs and priorities.
- **Professionalism & Responsibility:** This position requires a mature and responsible individual who can build trust within the team and handle tasks with a high level of accountability.

### REQUIRED SKILLS:

- Proficiency in Microsoft Excel, including the ability to sort, manipulate, and analyze data.
- Strong attention to detail and organizational skills.
- A positive, can-do attitude and a willingness to take on new challenges.
- Ability to handle constructive feedback and work collaboratively in a fast-paced environment.
- Self-motivated and able to take initiative while also being a strong team player.
- Ability to work in person at the Joseph Smith Memorial Building at least three days a week, with some flexibility on scheduling due to classes.

### Why Join Us?

This is an exciting chance to gain hands-on experience in the architecture field, working on one of the most important renovation projects in the area. You will be mentored by experienced professionals and have the opportunity to grow and learn in a supportive, team-oriented environment.

If you're responsible, detail-oriented, and eager to contribute to a significant project, we'd love to hear from you!

All persons hired must be legally authorized to work in the United States at the time of employment. FFKR Architects is an at-will employer. That means that either you or FFKR are free to end the employment relationship at any time, with or without notice or cause. Nothing in this document or FFKR policies or procedures, either now or in the future, are intended to change the at will nature of our relationship.