



3075 Enterprise Drive
State College, PA 16801
814-231-8285 | PennTerra.com

Job Position: Project Assistant

About: Become a part of Central Pennsylvania's leading land development civil engineering firm, regularly ranked as a “Top 100 Organization” by *Pennsylvania Business Central*. PennTerra Engineering, a well-established, team-oriented, and employee-owned firm, has an opportunity for an office courier/archivist.

Description:

The Project Assistant supports Project Managers throughout the lifecycle of land development projects. This includes organizing project documentation, maintaining schedules, assisting with proposals and submittals, tracking municipal review cycles, obtaining various permits, coordinating with internal design and survey teams, and communicating with external clients, consultants, and agencies.

This position is ideal for a detail-oriented individual interested in learning the project management side of land development and gaining exposure to engineering, permitting, and municipal processes.

As an employee-owned firm, PennTerra actively supports each team member’s professional growth—encouraging employees to expand their skills and advance their careers within the company.

Primary Responsibilities:

- Assist Project Managers with document preparation, coordination, and digital filing.
- Track project deadlines, review comments, and submission schedules.
- Help assemble municipal and authority submission packages, obtain relevant permits, and other relevant tasks.
- Communicate professionally with clients, consultants, and municipal contacts as directed.
- Coordinate with internal departments (Survey, Design, and Environmental) to maintain project momentum.
- Conduct relevant research and record materials as needed.
- Update internal project logs, spreadsheets, and meeting notes.

Qualifications:

This position can be full-time or part-time, depending on experience and availability.

Preferred qualifications include:

- Strong organizational and multitasking skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and digital file systems.
- Excellent written and verbal communication.
- Ability to work both independently and collaboratively.
- Attention to detail and problem-solving mindset.
- Interest in civil engineering, land development, or project coordination is a plus.

Benefits:

- Paid Vacation
- 401k Plan with 5% Match
- Employee Stock Ownership Plan
- Health/Vision/Dental Insurance
- Flexible Spending Account (FSA) / Dependent Care
- Short-Term and Long-Term Disability Insurance
- Flexible Work Hours
- Annual Bonuses
- Education Reimbursement
- College Loan Repayment Program

A successful applicant will join a team that values employee's contributions, encourages continuing education, and creates successful projects – literally shaping the community around us.

To apply, please send a cover letter, application (found at PennTerra.com/Careers), and resume to Careers@PennTerra.com.

Note: This job description is intended to provide a general overview of the position and should not be interpreted as an exhaustive list of responsibilities and qualifications. The company reserves the right to modify the job description as necessary.

