

ADMINISTRATIVE ASSISTANT

WHO WE ARE

At FiELD9: architecture we recognize the harm done to our health, our neighbors, and our planet by the buildings we occupy. We design durable and efficient buildings that are rooted in the communities they serve, because resilient buildings are the path to a sustainable and equitable future. We work in both the public and private sectors with cultural institutions, educational institutions, homeowners, municipalities, businesses, non-profit organizations, developers, and entrepreneurs to help them realize their dreams and build a better future.

WHO WE ARE LOOKING FOR

FiELD9: architecture is looking to add an Administrative Assistant that is aligned with our mission, contributes to our culture, and increases our capacity to serve our clients. A positive attitude is paramount toward our work, the firm's projects, and clients. As well as the ability to handle a variety of complex high-level clerical tasks and iterative work. Applicants will be detail-oriented, adaptable, resourceful, well organized, and a problem solver. If you are open to a position that is challenging, enjoy working with creatives while contributing to the community and environmental efforts, FiELD9: architecture encourages you to apply. We value innovation, creativity, volunteerism, building relationships, quality interactions, and sustainability. As FiELD9: architecture continues to grow, we seek to positively impact the lives of its clients and our community.

RESPONSIBILITIES

- In Office
 - Inventory and order office supplies.
 - Answer phone, direct calls, and take messages- must have good phone etiquette .
 - Schedule appointments as necessary.
 - File and Maintain (paper and electronic) company records.
 - Tidy the office.
 - Build and implement systems with a heavy reliance on technology
- Light Bookkeeping
 - Financial tracking.
 - Invoicing.
 - Payables.
- Client Relations + Project Administration
 - Have a firm understanding of our project delivery process.
 - Screen leads and nurture into clients.
 - Establish working relationships with clients as first point of contact with FiELD9: architecture. Make a stellar first impression.
 - Initiate Proposal + Addendums for new and existing projects.
 - Onboard clients and consultants.
 - Maintain client, consultant, and vendor contact information.
 - Filter, organize, and respond to emails as appropriate.
 - Communicate with clients, consultants, vendors, and contractors on projects.
 - Prepare meeting agendas and organize minutes in documents to distribute to clients through email.

EXPERIENCE + SKILLS

TECHNOLOGY: Administrative Assistant will be a technologically savvy Mac user and will not be intimidated by learning new technology. They should be able to collaborate and communicate across multiple platforms and channels. Proficiency in the following tech platforms is ideal: Slack, Spark (eMail client), Apple Pages, Apple Numbers, Dropbox, Monograph (project management), Quickbooks, Zoom, phone.com (virtual phone), Fantastical, Calendly, Active Campaign, Jotform, HelloSign, and Todoist.

FINANCIAL KNOWLEDGE: Experience in account receivables and account payables will be in their arsenal, as well as superior organizational skills, and the ability to identify, research, suggest, and implement solutions.

COMMUNICATION + SERVICE: An excellent communicator, FiELD9's Administrative Assistant has prior administrative experience in architecture or a related field with the ability to understand, and complete complex tasks. Our administrative assistant will routinely work with confidential information and have a focus on the client experience. Polite and expedient responsiveness will be the norm.

PROFESSIONAL DEVELOPMENT: We prioritize professional development in order to help employees become more skilled in their position and achieve results. We also dedicate time to train as a team on competencies that will advance the firm.

WORKING HOURS

- Flexible availability required between the hours of 8am-5pm Monday through Friday.
- Part Time position up to 30 hours a week with potential for Full Time.
- Pay is bi-weekly by direct deposit.

COMPENSATION

- Hourly wage commensurate with experience; \$14-\$18 an hour.
- Paid Time Off based on average hours per week.
- We do not offer any form of insurance, paid leaves, nor retirement. This is subject to change as we grow.

CONTACT

- Send resume, and website (if applicable), and references to hr@field9architecture.com