

Opening for Receptionist/Administrative Assistant

Architects West is seeking a full-time receptionist/administrative assistant to support the firm's Management Team of Principals, Architects, Project Managers, and the Accounting and Marketing departments.

Duties:

Provide administrative support for the office including, but not limited to:

- Answer multiline telephones and greet visitors
- Perform various typing, copying, filing, scanning and other miscellaneous tasks
- Assist with preparing construction documents and other project related materials
- Handle incoming and outgoing mail, packages, etc.
- Keep office neat, organized and supplied with office supplies
- Assist in organizing meetings
- Run local errands as needed

Qualifications & Skills:

- Positive, energetic, friendly, professional and presentable appearance
- Self-motivated, organized, disciplined, accurate, team player
- Problem solver, detail oriented, ability to multitask and make efficient use of time
- Ability to meet flexible scheduling needs
- Computer and internet literate including Word, Excel, and Outlook
- Ability to think and process logically and creatively
- Excellent verbal and written communication skills

Job Type: Full-time

Required experience: One-year previous office administration and assistance duties

Required education: High school diploma/GED or higher preferred

Salary: Depending on experience and skills.

Benefit: Included benefit package