



## GELOTTE HOMMAS DRIVDAHL ARCHITECTURE

### **Administrative Assistant – Part Time**

We are artists. Artistry inspires, sharpens, and defines our approach as we seek the principles of beauty and incorporate them into our work as residential architects. This approach challenges us to explore every angle, to consider more deeply how we merge form with function, and to paint a portrait in architecture of our clients' unique lifestyles.

Today, with more than thirty years behind us, we continue to approach each project as an opportunity for artistry and service—an opportunity to tell our clients' stories through light, space, and that perfect combination of gestures that makes a house into a home of distinction.

We are seeking a motivated, quick-learning and enthusiastic Administrative Assistant to join our GHDA team! This individual will provide a full range of administrative support to our team, and should have experience in administrative tasks and duties, as well as experience in a fast-paced and dynamic professional environment.

### **What you will be doing:**

- Provides administrative, project, and office technology support to Office Manager, Leadership and staff.
- Handles general administrative duties including proofreading, copying, assembling, binding, filing, archiving, scanning, and shipping.
- Calendar management and scheduling for Principals and staff.
- Support Office Manager with financial tasks including expense reporting, budget tracking, and various accounting support tasks.
- Support project administration and business development including working with Project Managers set up set up project file structures and processing incoming client referrals.
- Work with Project Managers to draft proposals, do research for proposals, record, and track proposals.
- Receive incoming mail and packages and distribute; ensure outgoing mail/packages are delivered.
- Prepare & package architectural drawings and other items for shipping and Post Office runs.
- Order, stock and maintain inventory of office supplies, kitchen supplies and equipment within the monthly office supply budget
- Maintain office, staffroom, kitchen, and lunchroom environments, clean/organize workspace for team.
- Directs and responds to incoming correspondence (i.e.: emails).
- Maintain office procedure manuals including Administrative Procedures manual, Safety manual, and more.

- Coordinates and supports activities such as IT support, budget development and tracking, new hire onboarding.
- Maintain Employee Handbook updates.
- Maintain employee vacation records.
- Post and maintain Healthcare documents for employees.
- Oversee building maintenance and maintain office equipment.
- Monitors the use of some office equipment and supplies; maintains a check out/check in system for field equipment.

**What skills & experience you need to succeed in this role:**

- Associate degree plus 2 years' related experience, or equivalent combination of education and experience.
- Experience in a professional services firm or similar professional office environment.
- Strong technical skill set, with expert knowledge of Microsoft Office products including Outlook, Excel, and Word and excellent keyboard skills.
- Aptitude and interest in completing accounting and financial tasks with accuracy and attention to details.
- Exceptional organizational skills, with strong attention to detail, ability to prioritize, flexibility, and focus on accuracy.
- Strong interpersonal skills, with ability to professionally interact with a diverse blend of personality types.
- High level of initiative and strong focus on follow-through.
- Reliable and able to demonstrate a calm, competent presence even under stress.
- Ability to effectively interact and represent GHDA with internal and external company contacts.
- Expert user in workplace productivity tools.
- Possesses strong communication skills, effectively expressing needs and requests.
- Ability to remain calm, focused and friendly, even under stress.

We are an equal opportunity employer and welcome all employment inquiries.

To learn more about us, please visit our website: <https://theartofarchitecture.com/>

If you are interested in becoming a part of the GHDA team please forward your resume with cover letter and a few samples of your work to us by mail or email us at [careers@ghdarch.com](mailto:careers@ghdarch.com).