



GELOTTE HOMMAS DRIVDAHL
ARCHITECTURE

Administrative Assistant – Part Time

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.