

## Administrative Assistant Job Description

May 2019

### Summary

PIVOT Architecture provides architecture and design services to clients in Oregon and other the western states. This position will provide administrative support for the firm. Duties include clerical, reception, general office coordination and cleaning, and project-based support work. Excellent communication skills and a can-do attitude are crucial to this position as the person in this position may be the first contact a client or vendor makes with the firm.

### Time Commitment

This position is intended to be part-time, 4-5 hours per day in the afternoons, M-F. Schedule will be consistent from day to day. This will be a shared position with another Administrative Assistant Position.

### Supervision

Work under the general supervision of the principals of PIVOT Architecture and under the direct supervision of one principal, currently Kari Turner. Work as a member of the Admin Team with other admin staff to plan and prioritize work activities. Given general procedures and guidelines, develop and refine work routines and carry assignments through to completion with limited feedback.

### Essential Job Functions

- Answer multi-line telephone and transfer calls to staff or their voice mailbox as appropriate.
- Receive and greet clients and visitors.
- Perform general clerical duties such as photocopying, scanning, printing, mailing, shipping and filing.
- Retrieve, sort and distribute US mail and similar shipments.
- Manage email, calendars, mailing/shipping software and other office support software systems. Manage office general email inbox, routing messages appropriately.
- Maintain contact lists.
- Research, price, purchase and stock various supplies and products.
- Schedule courier pickups and deliveries.
- Set up new projects including initiating server folder structure and entering data in various software tracking systems.
- Tidy conference rooms, copy room, and collaboration areas.
- Maintain break room; unload dishwashers, stock beverages in shared refrigerator, clean refrigerators and coffee machine as needed, and generally keep the break room clean and organized.
- Open and/or close office on a daily basis.
- Plan, organize and coordinate certain office functions, parties and meetings. Arrange food service, catering and supplies.
- Conduct certain aspects of office orientation for new employees.
- Supervise janitorial service in accordance with the most recently executed agreement between PIVOT and the janitorial service. Maintain janitorial log and schedule.
- Support staff in project based work by:
  - Assisting with drawing set and project manual printing and copying or outsourced reprographic orders.

- Assist with assembly and organization of marketing materials.
- Support principals with various project tasks such as filling in certain on-line forms; occasionally scanning and filing documents; maintaining certain digital templates, logs and forms; and archiving.
- Maintain and balance petty cash fund.
- Research and implement recycling programs.
- Purchase annual bus passes and monthly parking permits for staff as needed.
- Assist with travel arrangements as requested.
- Other duties as assigned by the principals.

### **Knowledge and Ability**

- Knowledge of typical office practices and procedures as required by the position.
- Knowledge of basic business English composition, spelling, punctuation and arithmetic as required by the position.
- Knowledge of and ability to use Microsoft Office (Word, Excel, Outlook), a web browser and Adobe Acrobat.
- Ability to communicate and engage with people in a friendly and helpful manner.
- Ability to make mathematical computations and tabulations with speed and accuracy.
- Ability to plan, organize and complete work mostly independently and as a team and in a timely fashion.
- Ability to perform duties with initiative and judgment and to use resourcefulness and tact in contacts with staff, clients and vendors, maintaining harmonious working relationships.
- Ability to use--or quickly learn to use--office equipment and tools such as phone systems, weight scales, copier/scanner/printer machine, wide-format scanners and printers, postage machine, hand truck, etc.
- Ability to maintain strict confidentiality to sensitive and confidential matters.
- Ability to prioritize tasks based on importance and deadlines.
- Ability to work gracefully under pressure with high-stress deadlines.
- Ability to multi-task efficiently and effectively.
- Willingness to occasionally work additional hours as required by firm principals.

### **Education and Experience**

A high school diploma and at least two years of relevant administrative office work experience.

### **Necessary Special Qualifications**

- Possession of, or ability to obtain, a valid Oregon driver's license.
- Access to a working, Oregon-licensed automobile for occasional errands.

### **Work Environment and Working Conditions**

- This job is typically performed in an office environment under usual office working conditions.
- Regular travel outside the office to run administrative errands will be required.

### **Physical Demands**

- Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms.
- The work requires the ability to lift or move up to 35 lbs.

End of Description.