

DIGSAU

Office Administrator

DIGSAU is an award-winning firm practicing contemporary architecture, urbanism and environmental design. We are recognized for our expertise in providing unique, high-quality, and sustainable design solutions for a diverse client group. Our office operates as an open studio and values design excellence, collaboration, friendliness, and a shared commitment to our colleagues and clients.

We are seeking a full-time Office Administrator with excellent written, oral communication and organizational skills. The candidate must be adaptable and able to work independently prioritizing tasks/projects with little supervision, showing flexibility and creative problem solving. This individual would be a self-motivated multi-tasker, detail-oriented, and a hard-working team player. The position requires the ability to communicate effectively with all staff members, clients, vendors, and consultants. This position would report to the Associate Business Manager.

Primary Responsibilities

- Greet visitors to the office and notify appropriate staff members to facilitate timely meetings and appointments
- Answer and direct incoming phone calls and respond to inquiries
- Maintain studio and staff calendars, as well as conference room schedule
- Manage messenger and delivery services
- Maintain office supplies inventory, materials and architectural library.
- Coordinate company events and meetings including placing lunch and catering orders
- Make travel arrangements for staff members including flight, car, and hotel bookings
- Remain up-to-date on IT and office technology including the operation of scanners, copiers, printers, webcams, software etc. and report issues if necessary
- Keep the reception area, guest areas, and conference rooms orderly and clean, on a daily basis
- Assist with facilities management and work with maintenance custodian to ensure office cleanliness and safety
- Support studio and architectural staff with shipping and receiving, compilation of word documents and imagery for project reports as needed.
- Perform other duties as assigned to help with the efficient functioning of the office

Qualifications

- 0 to 3 years' experience working administratively in a fast-paced working environment; prior experience at an architectural or engineering firm preferred.
- Background in Communications, Business, Marketing, Art, Architecture, or Graphic Design preferred but not required.

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- Proficiency with Microsoft Word, Outlook, Excel, Acrobat, and PowerPoint; working knowledge of Photoshop, Illustrator, InDesign
- Must be available to work Monday through Friday from 9:00 AM to 5:30 PM.

DIGSAU is an Equal Opportunity Employer and a participant in the U.S. Federal E-Verify program. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply. Salary is commensurate with experience and skill, including a comprehensive benefits package. DIGSAU offers medical, dental, life insurance benefits, company 401k and profit-sharing plan, paid holidays and paid time off, as well as an annual professional development stipend for continual improvement.

Applicants should send a Letter of Interest, Resume in one PDF document, not to exceed 5MB, to: employment@digestau.com; No phone calls, please.