

A mid-size West Los Angeles architecture firm is seeking a full-time in-person Administrative Assistant. If you are punctual, motivated, organized, have a pleasant phone manner, and a positive attitude, then we'd like to talk to you about joining our team! This is a great opportunity for someone who excels at multi-tasking and wants experience within an architecture firm. However, it is important to note that, while we are an architecture firm, this is not a design position.

Responsibilities include but are not limited to:

- Answer phones, screen calls, and greet clients with a high level of professionalism in both manner and appearance
- Receive, distribute, and sort incoming mail and deliveries, prepare packages for shipment
- Order and restock supplies, shop competitively
- Provide administrative support to Principal and studio staff, as needed
- Assist staff with PowerPoint presentations
- Download and organize files and photographs; Maintain office filing and archiving
- Keep conference room organized and prepared for meetings
- Various administrative duties such as copying, faxing, and preparing coffee
- Maintain the Principal's contacts and calendar, scheduling meetings and coordinating with consultants
- Assist in Executive Travel Arrangements

Qualifications:

- Bachelor's Degree
- At least 2 years of administrative assistant experience
- Dependable, proactive, and motivated work ethic
- Highly effective communications skills (oral, written, and interpersonal)
- Ability to work collaboratively as well as autonomously
- Working knowledge of Microsoft Office, especially Excel & PowerPoint

Compensation is \$24-28/hour. Please send your resume and salary requirement for consideration to [info@savelarchitects.com](mailto:info@savelarchitects.com). Only qualified applicants need apply. No phone calls. Email only.