

JOB TITLE

Office + Operations Manager

FIRM NAME

kevin daly Architects

POSITION LOCATION

Los Angeles, CA

FIRM PROFILE

Based in Los Angeles and New York, kdA is an architectural firm and design studio renowned for its extensive portfolio of residential, civic, and institutional facilities. These projects consistently advance award-winning contemporary design in everyday life. Established in 1990, the practice has a longstanding commitment to driving building technology downstream, bringing high expectations and exceptional design to modest building programs through an unwavering belief in the transformative capacity of good design at every scale.

SALARY RANGE

\$70,000 - \$80,000 annually

Benefits include employer-paid health, vision, and dental insurance, paid vacation and holidays, and a 401(k) savings plan.

JOB DESCRIPTION

This role provides a chance for you to manage daily operations for a fast-paced, agile, and award-winning architectural design studio. As a capable and self-motivated administrative professional, you will handle a wide range of tasks and management responsibilities for a mid-sized team of architects to facilitate the design of projects ranging from affordable housing to art museums, and from flagship university facilities to high rise workplaces.

You will be responsible for ensuring the smooth running of the office on a day-to-day basis, providing administrative support to the studio's Principal, CFO, associates, and designers and anticipating the business' needs to meet them as they arise.

Marketing + Business Development

- Research and monitor new business opportunities
- Support management team in business and staffing strategy meetings
- Coordinate with photographers and graphic designers to establish portfolio materials
- Put together compelling proposals and qualifications submissions
- Update website and social media pages
- Manage awards submissions, media outreach, and conference proposals

Administrative Support

- Track and maintain licenses and registrations for the studio and the Principal
- Manage client and subconsultant contract processes
- Provide project management and billing support to CFO and Project Managers
- Liaise with insurance broker to maintain, and provide evidence of, insurance coverage
- Coordinate travel bookings for Principal and associates

Office Management

- Organize team activities such as events, continuing education, and lunches
- Ensure that stationery, cleaning, kitchen, and model shop supplies are kept stocked
- Provide first-line office technical support and escalate to IT support when needed
- Act as first point of contact for the office
- Coordinate with landlord and tenants regarding building matters, including utilities and building maintenance

Human Resources

- Manage employee benefits enrollment and registration, including advice to employees and liaising with benefits brokers
- Oversee job postings, review resumes, and conduct onboarding for new hires
- Ensure end-of-employment actions are taken upon termination, if necessary
- Ensure compliance with local, state, and federal employment laws
- Respond to HR-related concerns and questions from employees and managers

JOB REQUIREMENTS

- Bachelor's degree with a minimum of 3 years' relevant full-time experience
- Excellent organization and time-management skills
- Proficiency in Microsoft Office and Adobe Creative Suite
- Familiarity with office administration responsibilities and HR requirements
- Interest in architecture, design, or other creative field preferred
- Legal authorization to work in the U.S.

CONTACT INFORMATION

- Send a cover letter and resume in PDF format to resumes@kevindalyarchitects.com with "Office Manager" in the subject line.