

Office Manager

Employer Name:

ART Architects Inc.

Employment Category:

Office Manager

Type of Employment:

Full Time

Experience Level:

10+ years of work experience

Location:

Downtown Boston

Size:

15+

OFFICE MANAGER

ART Architects is an award winning architectural firm located in downtown Boston.

We are seeking to fill the position of Office Manager, someone who will oversee the general administrative functions and activities of the office. Candidates should be enthusiastic to participate as a member of a team.

Requirements:

- Strong communication skills and an excellent sense of organization.
- Outgoing and enjoys people
- Good judgement and discretion
- Computer software skills:
 - Proficient in Microsoft Office Suite
 - Familiar with QuickBooks
 - Familiar with Photoshop & InDesign (optional)
- 10+ years of experience working in an office in an administrative capacity
- High school diploma or equivalent (required)
- Bachelor's degree (optional)

Duties may include, but are not limited to:

- Office organization:
 - Keep the office running smoothly.
 - Organize & maintain office supplies.
 - Manage vendors for office services.
- Computer systems:
 - Keep track of and help maintain the working order of office equipment, such as the computer server, computer work-stations, & printers.
 - Maintain software registrations and licenses.
 - Manage the computer support vendors.
- Bookkeeping
 - Manage confidential bookkeeping and communicate with the accountants.
 - Pay bills.
 - Assist architects with invoices to clients.

- Track accounts receivable and payable.
 - Manage semi-monthly payroll
 - Manage and track licensure, corporate state registrations, & annual reports.
- Communication.
 - Be the “front of house” for the office; greet visitors, callers, and clients.
- Office Staff:
 - Support staff relations, office events, and education
 - Support the partners in day to day matters
- HR:
 - Company Benefits maintenance
- Marketing duties may include:
 - Website maintenance
 - Organize and attend photo shoots
 - Award submissions review
 - Postcard mailings

Please visit our website to learn more about us www.artarchitects.com

Contact Information:

Email cover Letter and resume in PDF format only to email@ARTarchitects.com