

EMPLOYMENT OPPORTUNITY

Office Manager / Administrative Assistant



ROLE DESCRIPTION

THA Architects Engineers has an opening for a full time Office Manager/Administrative Assistant position within our firm. This position offers the opportunity to engage in challenging work within an award-winning architecture practice. We are an 11-person firm committed to design excellence and professionalism on every level.

This role will undertake a range of tasks to support the administrative responsibilities of the office as well as provide administrative support to project managers, project architects, and other staff members in the execution of assigned construction projects.

QUALIFICATIONS

- Minimum 3+ years of administrative experience.
- Experience in human resources with an emphasis on accounting is preferred, but not required.
- Positive attitude and professional demeanor.
- High level written and verbal communication skills.
- Attention to detail with high-level accuracy.
- Fluent in modern technology and software programs with proficiency in Microsoft Office.
- Highly organized and capable of handling multiple projects and tasks concurrently.
- Ability to use good judgment and take initiative.
- Ability to work independently and contribute to a team in a positive way.
- Ability to interact with employees and clients alike with the utmost professionalism.

RESPONSIBILITIES

- Manage project documents to ensure successful project execution.
- Write correspondence on behalf of other office staff.
- Handle sensitive information in a confidential manner.
- Receptionist duties including greeting visitors, answering phone calls, and data entry.
- Maintain digital and manual filing systems.
- Maintain supplies inventory.
- Receive, sort, and distribute the mail.
- Produce and distribute correspondence memos, letters, faxes, and forms.
- Reply to email, telephone, or face to face inquiries.
- Photocopy and print out documents on behalf of other colleagues.

BENEFITS PACKAGE

- Competitive compensation with potential for bonuses.
- Health, dental, and vision insurance.
- 401k with Safe Harbor.
- Paid vacation and personal time off.
- Flexible work hours.
- A supportive work environment that encourages professional growth and learning.

**Interested in
joining our team?**

Submit your resume to:
info@tha-flint.com