

ANACAPA

JOB DESCRIPTION

Office Administrative & Executive Assistant

Employment Status: Full-Time Employee

Full Time: 40 hrs/wk

Start Date: 01/22/2018

Location: Santa Barbara, CA

Compensation: DOE

SUMMARY

Anacapa Architecture is searching for a hardworking and highly driven individual to join our design-oriented team. We are seeking an Administrative & Executive Assistant to support and lead a wide variety of office administrative functions and office operations. This person will be a key component in the facilitation of daily operational needs as well as office development. You will be supervised directly by Principle Architect and will meet weekly with him to review the status of assigned tasks.

ABOUT US

Anacapa Architecture is a highly progressive architecture and design firm based in downtown Santa Barbara, California with an office in Portland, Oregon. We are an innovative team of creative young designers who work collaboratively on all our projects.

ESSENTIAL FUNCTIONS of the job include but are not limited to:

Office Administration

- Time tracking – Oversee and update client projects in Harvest and ensure employee time sheets are completed weekly
- WIP & FRP – Prepare and maintain weekly Work In Progress updates for weekly team meetings, and monthly Fee Revenue Projections
- Invoicing - This position works closely with the company Bookkeeper: Ensure that all client invoices are sent out each month
- Reimbursables – ensure that all reimbursable expenses are tracked and invoiced to clients each month
- Payroll – ensure that the payroll process is completed each month
- Manage quarterly and annual tax preparation
- Manage W9, W2, and 1099 form preparation
- Keep Architect's licenses up to date

Executive Assistant

- Monitor Executives emails and calendar to ensure all emails get responded to
- Correspond with clients over email and phone

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- Other executive & personal assistant duties as required
- Prepare travel and client meeting agenda items when necessary

Office Management

- Manage server, domain names, and email accounts
- Manage hardware & software licenses and installations
- Open mail and route to the appropriate person
- Receptionist duties including answering incoming telephone calls, directing calls and walk-ins, handling public inquiries
- Assuring a stocked inventory of office supplies and equipment including postage, paper products, letterhead and envelopes, ink cartridges, etc;
- Supporting staff with clerical and administrative duties on request and with approval of supervisor
- Ensuring a clean, organized, and professional office environment
- Coordinating facility and equipment maintenance

Business Development & Human Resources

- Coordinate employee manual
- Onboard new hires
- Complete job postings and arrange interviews for new hires

New Business, Marketing, and Press Solicitation

- Manage prospective client lists and set meetings
- Attend some site visits with Architects
- Monitor New Business Leads, outreach, and follow ups
- Keep website up to date with content and press
- Manage completed and in-progress project photography
- Manage business cards, print collateral, and other marketing collateral
- Weekly Facebook and Instagram posts
- Press solicitation and award solicitation

Additional Duties

- Participating in strategic planning, staff, and other meetings as appropriate
- Keeping filing cabinets and binders well organized and labeled
- Assisting staff as requested to perform other duties
- Develop a working knowledge of past and current projects
- Occasional evening and weekend work may be required

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Education/Experience Requirements

- Bachelor's Degree
- Two years administrative experience
- Proficient in Microsoft Office Applications and Google Applications
- Familiarity with Photoshop and InDesign but not required
- Some familiarity with bookkeeping processes is a plus
- Excellent verbal and written communication skills
- Exceptional attention to detail
- Ability to multi-task in a fast-paced environment
- High level of professionalism and ability to work with confidential information
- Ability to push projects forward and take initiative
- Ability to prioritize and to manage work independently
- Ability to work constructively as a member of a team
- Design oriented and desire to learn about the Architecture & Design Industry

Office Culture

- Dog friendly
- Collaborative work environment
- Monthly team happy hours and team lunch outings
- Annual team retreats and educational site visits
- Located conveniently in the heart of downtown Santa Barbara

TO BE CONSIDERED: Please email info@anacapaarchitecture.com with a link to your LinkedIn (if you have one), your resume, and a brief cover letter explaining your interest in working with us, what makes you a good candidate, and what interests you about the Architecture field. Please make sure to check out our website and Instagram account to get familiar with our type of work.

Website: www.anacapaarchitecture.com

Instagram: [Anacapa Architecture](#)