

Office Administrator / Receptionist

Description

Hennebery Eddy Architects seeks an Office Administrator/Receptionist to perform a variety of administrative tasks, support and represent our firm in a timely and professional manner. To be successful in this role, you should be proactive, well-organized, have great time-management skills, and be able to act without guidance. This position is considered to be the firm's "Director of First Impressions," and we are looking for an individual that takes pride in creating that superior first impression with both external and internal customers. Professional and effective communication skills with our staff and clients are essential.

Responsibilities include but are not limited to:

Office Administration/Support

- General staff support including: Proofreading, reproduction, binding, mail, delivery coordination etc.
- Phone reception and front door attendance
- Office hospitality including: Making coffee, cleaning conference rooms, setting up and breaking down meetings, etc.
- Coordinating vendor presentations
- Ordering and stocking supplies
- Making travel arrangements
- Manage office-wide event calendar; arrange annual office events, including summer/holiday/off-site retreats.
- Plan and schedule quarterly all-staff lunches, principal retreats, summer events, holiday events, and open houses (in coordination with marketing)
- General office maintenance coordination, which involves being the landlord liaison (carpet cleaning, janitorial service, light bulb replacement) and coordination of outside vendor repairs (dishwashers)
- Oversight of office appearance
- Assist with new hire onboarding
- Manage architectural license reciprocity
- Attend Monday staff meetings; prepare and distribute meeting minutes
- Manage monthly staff transit passes

Accounting and Project Management Support

- Assist in the assembly of monthly client invoices/payments

Organizational Management

- Managing all paper files and architectural drawings
- Coordinating on- and off-site archiving

Qualifications

- Must be articulate and well-spoken
- Excellent oral and written communications skills
- Discretion and confidentiality
- Great interpersonal skills and social intuitiveness
- Superior organizational skills
- Outstanding time management skills with the ability to be flexible
- Experience using office equipment
- “Can do” customer service-oriented attitude
- Exceptional organizational skills with an ability to think proactively and prioritize
- Appropriate sense of urgency dependent on the situation
- Take pride in your work and that of Hennebery Eddy Architects
- Proficiency in Microsoft Outlook, Excel, and Word
- Experience using a multi-line phone system
- Able to lift boxes and files up to 50 pounds
- Oregon driver’s license
- References are required
- A background check will be conducted

About Hennebery Eddy

Hennebery Eddy Architects is driven by the values of the Pacific Northwest: simplicity, efficiency, and beauty. During our 27-year history, we have made a significant impact on our region’s built environment. The firm’s projects fall in four primary market sectors: academic, civic + cultural, commercial, and aviation + transit. Our work includes comprehensive architectural services, interior design, planning, sustainable design, and historic preservation characterized by well-crafted, thoughtfully detailed designs that respect their sites and strengthen their context.

We aspire to design net-positive solutions through healthy, efficient, and adaptive spaces that are responsive to our clients, the environment, and the people who use them. The result is a net-positive outcome for the greater community. As a JUST™ Organization, we are passionate about making a positive contribution to our greater environment and the human situation through designing places where people gather, work, live, and recreate. Our design approach is grounded in our core values and uses a collaborative process with principals, associates and interns working together in an open studio.

This approach has resulted in more than 50 design awards, including national, regional, and local recognition. In the past year, we worked on the designs of our largest, most sustainable projects to date, by our most diverse staff to date; these accomplishments are reflected in our debut at No. 31 on the Architect 50, being named one of the 100 Best Green Workplaces in Oregon by Oregon Business, and receiving the AIA Northwest and Pacific Region 2018 Firm Award. Please visit www.henneberyeddy.com for additional firm information.

Compensation & Benefits

Compensation for this critical position exceeds the Portland metro Living Wage standard. The position is full-time, and wages are hourly, qualifying for overtime and a year-end cash bonus. Depending on the profitability of the firm, it is also eligible for a profit-sharing bonus, made through an additional 401(k) contribution.

Hennebery Eddy offers a comprehensive benefits package. Along with competitive health plan options, flexible paid time off, and retirement savings contributions, we offer benefits that support our employees' personal and professional lives and foster our firm culture. These offerings include alternative transportation subsidies, secure bike storage and changing/shower facilities, community engagement opportunities and paid volunteering days, a community service scholarship, a sabbatical program, and substantial financial support for professional development, licensure, certification, and training.

To Apply

For consideration, please send cover letter and resume to humanresources@henneberyeddy.com

Hennebery Eddy Architects, Inc., is an equal opportunity employer.