



Office Administrator

Description

Hennebery Eddy Architects seeks an Office Administrator to perform a variety of receptionist and administrative tasks, provide general staff 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 exceptional first impression with both external and internal customers. Professional and effective communication skills with our staff and clients are essential. This position is located in Portland, OR and requires attendance in the office Monday through Friday from 8:00 am to 5:00 pm.

Responsibilities include but are not limited to:

Office Administration/Support

- General staff support including proofreading, mail, delivery coordination, small equipment check-outs, etc.
- Phone reception and front door attendance.
- Office hospitality including making coffee, cleaning conference rooms, setting up and breaking down meetings, shared snack stocking, etc.
- Coordinate vendor presentations.
- Order and stock supplies.
- Manage office-wide event calendar; schedule annual office events, including summer/holiday/off-site retreats.
- Assist with planning and scheduling quarterly all-staff lunches, principal retreats, internal gatherings, 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 (appliances and furniture).
- Oversight of office appearance.
- Assist with new hire onboarding as needed.
- Attend Monday staff meetings; prepare and distribute meeting minutes.

Accounting and Project Management Support

- Assist in the assembly of monthly client invoices/payments.

Organizational Management

- Manage all paper files and architectural drawings.
- Coordinate on- and off-site archiving.

Qualifications

- Great interpersonal skills and social intuitiveness
- "Can do" customer service-oriented attitude
- Excellent oral and written communications skills
- Discretion and confidentiality
- Outstanding time management skills with the ability to be flexible
- Experience using office equipment
- 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 Office Suite
- Experience using a multi-line “soft” phone system a plus
- Able to lift boxes and files up to 50 pounds
- Two years of experience in a similar role preferred
- Minimum of three references preferred
- A background check will be conducted

To Apply

For consideration, please submit a cover letter and resume to jobs@henneberyeddy.com

About Hennebery Eddy

Hennebery Eddy Architects is driven by the values of the West: simplicity, efficiency, and beauty. Since 1992, 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 + mobility. 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. Hennebery Eddy serves clients throughout the West through our headquarters in Portland, Oregon, and our studios in Bend, Oregon and Bozeman, Montana.

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 60 design awards, including local awards for historic preservation. Hennebery Eddy is a recipient of the AIA Northwest & Pacific Region Firm Award and is one of the country's top 50 architecture firms named by Architect magazine. Please visit www.henneberyeddy.com for additional firm information.

Benefits

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 a monthly work-from-home stipend, 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.

Hennebery Eddy Architects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.