

## JOIN OUR TEAM:

### **Office Manager**

Part Time/ Hybrid

Andrew Sidford Architects is looking for part-time Office Manager to work 20-25 hours per week. There is the possibility for increased hours as the position develops. The desired candidate will be organized, a team player, and able to maintain good client relations. There is opportunity to grow the position and assume responsibilities related to architecture and design.

Responsibilities include but not limited to:

- Invoicing clients and related billing correspondence
- Manage the office calendar and schedule appointments
- Research assessor's records, zoning maps and city ordinances
- Coordinate IT support consultants
- Data entry/ file management
- Write proposals and business correspondence
- Support marketing and business development initiatives
- Update and maintain office policies and procedures
- Manage office supplies inventory
- Perform receptionist duties: greet visitors and direct phone calls
- Distributing incoming mail
- Other general office functions

Skills:

- Inclination towards interpersonal rapport
- Ability to multi-task and prioritize
- Excellent verbal and written communication skills
- Detail oriented with strong problem-solving skills and analytical abilities
- Working knowledge of Microsoft Office and Quickbooks
- Knowledge of Adobe Creative Suite is a plus
- Ability to perform tasks with minimal supervision, self-motivated

Applicants may send a resume and cover letter via email to [info@asidfordarchitects.com](mailto:info@asidfordarchitects.com).  
No phone calls please.