

Administrative Assistant – Office Assistant

BAR is seeking a highly motivated, personable Administrative Assistant – Office Assistant. Reporting to our Controller, the Administrative Assistant – Office Assistant provides administrative assistance and general office assistance including word processing, contract tracking, credit card reconciliation, data entry, answering phones, greeting clients, visitors, vendors and employees, ordering supplies, food and hospitality needs and other general administrative support as assigned.

The role requires someone who is self-directed, organized, pro-active, responsive, patient, flexible, adaptable, and pays close attention to details. An individual in this role must have a non-reactive personality, be willing to do whatever is asked and after some months of experience be able to anticipate the needs of the varied audience with whom they interact each day. A consistent personable, welcoming, yet professional approach is essential, as is having the temperament to accept that many requests made of them will be last minute or spontaneous. The position is highly visible; energy and enthusiasm are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The functions and responsibilities most important in the job.

Administrative Assistance:

Administrative project support for Project Managers, as assigned. Assist with contracts and contracts log. Monthly reconciliation of company credit cards for Principals Group. Update Client and vendor contact information, employee lists, seating charts, various content for company intranet and data entry as needed. Develop and maintain an understanding of projects, clients, project teams and consultants working with BAR. Knowledge of the organizational structure of BAR, the who's who and what's what.

Office Assistance:

Review inventory and order supplies and food items as needed. Assist with conference room use. Coordinate catering for meetings, when requested. First point of contact with clients, consultants, and potential employees. Sort and deliver incoming mail. Check voicemail 3 times daily and forward messages to appropriate parties. Expected to develop connections with clients, consultants, vendors, BAR staff. Responsible for keeping reception area, conference rooms and kitchen organized, presentable and welcoming.

QUALIFICATIONS

- 1 year administrative assistant or office assistant experience, or transferable skills.
- Can confidently communicate with staff at all levels as well as interact with clients and consultants.
- Ability to manage competing priorities; highly organized, flexible and timely in work habits.
- Ability to work with different kinds of people with diplomacy and tact.
- Ability to keep composure and a positive attitude during stressful times/tight deadlines.
- Enthusiasm for your work and the work of the firm.
- Interest in providing support across multiple business functions: Admin, Facilities, Finance, IT, HR.
- Excellent verbal communication skills; active listener and avid note-taker.
- Basic business writing skills including awareness of appropriate style and tone.
- Show initiative in seeking or developing new projects or processes.
- Proficiency in Microsoft Word, Excel and Outlook.
- Experience with Zoom – phone, chat, video tools.
- Deltek Vision, Paylocity, Adobe CS experience a plus but not required.
- Able to work onsite; this is not a hybrid or remote position.
- Able to work on a computer and answer, screen, direct phone calls.
- Able to lift and carry up to 20 lbs.
- 4 year college education preferred.

At **BAR Architects & Interiors** our diverse practice has always had a singular focus – to create places that inspire and that stand the test of time while meeting each of our client's specific needs in unique ways. A 75+ person architecture, interiors and planning firm with offices in San Francisco and Los Angeles, we work across California and the world. Our studio environment combined with large firm resources fosters collaboration and encourages creative thinking while our size and diversity of practice offers broad opportunities for professional development. BAR has received over 200 Awards including a Firm Award from the AIA California Council and a Presidential Citation.

We are committed to the well-being of our employees and offer a competitive benefits package that includes medical, dental, vision and life insurance, commuter benefits, short and long term disability, long-term care, 401k & Profit Sharing, and continuing education opportunities. Salary range for this position: \$54,000.00 - \$64,000.00.

Interested applicants should send a compelling letter of interest, resume, salary expectations and references to HR@bararch.com with subject line indicating: *Administrative Assistant - Office Assistant*. We look forward to hearing from you and exploring how your passion for design and your skills, experience and interests align with opportunities at BAR. BAR is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

No recruiters and no telephone calls, please.