

Office Administrator

Bonstra | Haresign ARCHITECTS is an award-winning architectural design firm located in the heart of the Fourteenth Street corridor - one of Washington, DC's most vibrant, dynamic mixed-use areas. We are a close-knit group of 35 creative, passionate individuals focused on designing buildings and spaces that strengthen communities. We operate in a collaborative studio environment where open discussion of architectural ideas and client solutions is valued and encouraged. Our team lives and works in the neighborhoods in which our projects are built; an ethos of community involvement is encouraged at every level. At Bonstra | Haresign ARCHITECTS, our people are our most valuable resource. We are a team of dedicated individuals who passionately believe in the power of design to positively shape the world.

We are seeking for an Office Administrator who will provide key support in day-to-day operations. We offer comprehensive benefits package. The ideal candidate works well in a collaborative, team environment, is self-directed and highly organized. The candidate will excel at time management, attention to detail, prioritizing, anticipating the needs of others, and maintaining a positive attitude. This role supports partners and project team members and requires a strong multi-tasker, resourceful and a creative problem-solver.

For qualified and interested candidates, please send your resume to apply@bonstra.com.

Responsibilities:

General Office

- General reception duties that include answering and directing phone calls, greeting, and announcing guests, upkeep of conference rooms, kitchen, and other common areas.
- Provide general administrative assistance, including ordering and maintaining office supplies/equipment, copying, scanning, typing, and distributing correspondence, travel arrangements, schedule and set up meetings, taking meeting minutes, data entry, research, running errands, etc.
- Assist in all aspects of running a busy office and provide support to professional and technical staff with tasks such as, formatting and proofing of proposals, contracts, schedules, and logs.
- Supports and prioritizes the needs of partners and their teams with various tasks and ensures partners' architectural licenses and firm memberships are maintained and accurate.
- Provide basic IT support and be the main contact between IT staff and B|HA.
- Liaison with Building Manager and submit requests for building services.
- Distribute incoming mail and oversee outgoing mail/FedEx/courier items.
- Carry out other duties as assigned.

Meetings/Events

- Maintain office calendars and coordinate meeting room scheduling and set up, including preparing meeting materials, assisting with IT needs, etc.
- Coordinate set up and ordering for meetings that require meals, i.e. breakfast, lunch, snacks, refreshments, etc.

- Schedule and register professional development activities such as lunch & learns and industry workshops/conferences.
- Assist with event planning for project tours, firm outings, etc.
- Social planning, continuously express appreciation for our team through small social events for holidays and other celebrations.

Project Specific

- Input, track and maintain office contacts database and project database.
- Assist with project invoicing (requires strong knowledge of EXCEL software).

HR/Accounting

- Onboarding of new employees, including desk set up and orientation.
- Distribute, gather, and file New Staff Form.
- Assist senior team members in preparing for employee performance reviews.
- Maintain company handbook.
- Assist with basic accounting functions such as time sheet reminders, credit card reconciliations, expense reporting.

Marketing

- Staff Information Management: track and create master resume – update regularly with new projects and licenses/certifications.
- Office and internal communications – update lobby slideshow.
- Assist marketing team with additional marketing efforts (print/bind, proofread, etc.), as needed.

Qualifications:

- Bachelor's Degree, minimum 2 years of relevant professional experience; within the A/E/C industry is a plus.
- Proficiency with MS Office Suite (Word/ Excel/PowerPoint) and Outlook.
- Experience with various collaboration tools, such as MS Teams, Zoom, WebEx.
- Working knowledge of computers including the ability to learn and apply use of new software, experience in Bluebeam and Adobe desired, but not required.
- Must be professional and articulate with excellent communication skills, able to interact effectively with a diverse staff.
- Ability to respond well to last minute, high priority, time sensitive projects and maintain a high level of confidentiality and discretion with regards to business and personnel matters.