

Part-time Office Administrator

Position Description: *Gould Evans is seeking a part-time office administrator to be an integral member of our Lawrence studio. This is a great opportunity for an individual who is well organized, friendly, able to multi task in a fast paced deadline driven industry, appreciates great design and loves Lawrence. Ideal candidate would have 3-8 years of professional support experience, strong oral communication skills and be a natural problem solver with a customer service approach. Ideally, the selected candidate would work Monday through Friday with reduced hours each day. These set hours for each day will be negotiated with the selected candidate.*

Gould Evans is an aspirational design firm. Our portfolio is intentionally diverse – in project type, scale and location. This diversity is a strength that encourages innovative, critical thinking and discourages a formulaic approach. We work to create solutions that transform their surroundings, engage their occupants, sustain their environment and support our clients’ missions. Our culture and our workplace are valuable assets.

Primary responsibilities of the position include:

- Administrative Support
 - General facilities management and maintaining office supplies and ordering as needed
 - Provides conference room meeting set up and take down
 - Arrange complex and detailed travel plan and itineraries, compile documents and travel related messages as requested
 - Assist with expense reports
 - Administer action items for the leadership of the studio
 - Tracks and updates registrations, licenses, Continuing Education Unit’s and information on associates in the studio
 - Greet and assist clients, vendors, etc. and manages guest reception
- Keeper of our studio culture
 - Provide support to Marketing department – social media presence
 - Organizes programs, events, meetings, conferences or celebrations by arranging facilities and caterers, issuing information or invitations, coordinating speakers and controlling event budget.
 - Manages studio budget

We’re seeking candidates with:

- 3-8 years professional admin experience
- Associates degree, preferred
- Adaptability and willingness to deal with frequent change, delays or unexpected events
- Proficiency with Microsoft Office – including Word, Excel, Outlook, Power Point and Access
- Ability to identify and resolve problems in a timely manner
- Time management skills – using time efficiently, resourceful and takes initiative
- Punctuality and dependability – consistently at work on time, follows instructions and responds to management directions
- Graphic design skills – including experience with PowerPoint, InDesign, and Illustrator, preferred
- Experience with Deltek and NewForma, preferred
- Construction Administration support, preferred

If this sounds like you, please submit your **resume, cover letter with salary requirements** to HR@gouldevans.com.

Please, no calls about this position. EOE/AA/Veterans/Disabled