

## Office Administrator

Position Description: *Gould Evans is seeking a full-time administrative support to assist our San Francisco studio. This is a great opportunity for an individual who is well organized, friendly and able to multi task in a fast paced deadline driven industry. Ideal candidate would have 5-12 years professional support experience, strong oral communication skills who is a natural problem solver with a customer service approach.*

At Gould Evans, we believe partnership is about the expression of individual talents brought together through a shared vision. We seek employees and clients who share our values of intellectual curiosity, collaboration and passion for meaningful design outcomes.

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. Above all, we work to create solutions that transform their surroundings, engage their occupants, sustain their environment and support our clients' missions.

Primary responsibilities of the position:

- General facilities management and maintaining office supplies and ordering as needed
- Coordinate Principal calendars to accommodate client and associate meetings
- Organizes programs, events, meetings or conferences by arranging facilities and caterers, issuing information or invitations, coordinating speakers and controlling event budget.
- Arrange complex and detailed travel plan and itineraries, compile documents and travel related messages
- Approve bills for payment and consultant invoices
- Maintain exterior of studio through coordination with city and building management
- Prepare Principal expense reports
- Assist corporate HR in onboarding of new hires
- Maintain confidentiality of all corporate, personnel and research matters
- Manages guest reception as well as general receiving
- Work with Senior Management to capture necessary feedback from Principals when project tasks require approval
- Performs other duties as assigned

This is a full-time position which includes generous benefits such as vacation time, sick time, medical, dental, vision, life and disability insurance as well as participation in a 401(k) and employee stock ownership plans.

We're seeking candidates with:

- 5-12 years professional admin experience – ideally supporting top management
- Associates degree, preferred
- Proficiency with Microsoft Office – including Word, Excel, Outlook, Power Point and Access
- Ability to identify and resolve problems in a timely manner – gather and analyze information skillful and maintain confidentiality
- 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
- Experience with Deltek and Newforma, preferred
- Interest or general understanding of architecture, preferred
- Adaptability and willingness to deal with frequent change, delays or unexpected events

If this sounds like you, please submit your **resume, cover letter with salary requirements** to [HR@gouldevans.com](mailto:HR@gouldevans.com). Please, no calls about this position. EOE/AA/Veterans/Disabled