

Office Assistant

Position Description: The Kansas City studio of Gould Evans is seeking a full-time Office Assistant to maintain office facilities, and the smooth daily operations of the studio. Success in this role will be measured on the operability and appearance of all facilities elements as well as performance in an administrative support capacity on various projects.

At Gould Evans, we believe partnership is not about compromise. It is the expression of individual talents made manifest 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.

Currently, we have more than 160 associates across our Phoenix, San Francisco, Kansas City, Lawrence and New Orleans studios.

Primary responsibilities of the position include:

- Assist Office Admin Team on set-up and take-down of client meetings and studio events (internal and external)
- General maintenance of office including, but not limited to, upkeep of employee and client hospitality bars, supply ordering, restocking, watering office plants, opening and closing of studio, daily distribution of mail and packages, and errand running
- Responsible for maintaining all storage units through organization, inventory and purging
- Coordination with building owner, custodial or other maintenance contractors on complex maintenance issues
- Ensure appearance of office, indoor and outdoor, is presentable
- Creation and development of environmental safety and evacuation plans related to natural or human disasters
- Assist IT with project team moves/relocations
- Provide support to admin team when necessary or requested

We're seeking candidates with:

- High school diploma or GED required
- 1-5 years relevant work experience
- Experience or knowledge of AEC industry, preferred
- Ability to lift up to 50 lbs.
- Time management skills – using time efficiently and is resourceful
- Ability to take initiative and be self-directed
- Attention to detail, a positive attitude and an appreciation for a professional workplace
- Punctuality and dependability – consistently at work on time, follows instructions and responds to management directions
- Ability to work independently as well as in a team environment
- Adaptability and willingness to deal with frequent change, delays or unexpected events

If this sounds like you, please submit your **resume and cover letter with salary requirement** to hr@gouldevans.com. Please, no calls about this position. EOE/AA/Veterans/Disabled