

WALKER WARNER ARCHITECTS

Job Opening - Administrative Assistant

Firm Description

Walker Warner Architects is an award-winning San Francisco firm with a staff of 50+ that has completed many residential, winery and hospitality projects in California, Hawaii and other Western states. Our office is friendly and spirited, with regular happy hours, field trips and design-focused presentations. Although we are currently working from home, we continue to connect virtually as a team through weekly Firm video calls, lunch & learns and happy hours. For more information about our projects and firm, please visit us on [Instagram](#) or our [website](#).

Role Description

We are seeking a full-time Administrative Assistant with a desire for long-term job stability to join our creative and collaborative team. The position is responsible for providing assistance and support to the Office Manager and front desk guest reception (once the office reopens). Previous experience working in a design firm environment is a plus.

Primary Responsibilities

- Provide support for client and internal office meetings, presentations and events with conference/video room setup, presentation materials, supplies, transportation, food/beverage and other coordination as needed
- Provide friendly, professional front desk guest reception (once office reopens)
- Answer the main telephone and direct calls as needed
- Assist Operations and HR with COVID-19 office related responsibilities including; monitoring entry/exit of building (through the [Sine App](#)), documenting policies and procedures as they are formalized, creating office polls and summarizing results and coordinating other COVID-19 related tasks as they are defined
- Assist HR and Operations with performance review coordination including; meeting setup, version control and schedule tracking
- Assist Finance with contract related responsibilities including; drafting, version control and collecting timely signatures through [DocuSign](#)
- Proactively assist the Office Manager with facilities management including regular maintenance and organization
- Manage and order architectural and office supplies
- Coordinate incoming and outgoing mail and deliveries
- Provide back-up coverage and assistance to other members of the Administrative team as needed
- Other duties and special projects as identified and assigned

Qualifications

- High school diploma/GED required; AA, BA, or BS degree preferred
- At least 2 years of professional administrative experience, front office experience is a plus
- Proficiency with Google G Suite, Microsoft Office and Adobe PDF preferred
- Excellent written and verbal communication skills
- Meticulous attention to detail, quality and thoroughness; good problem solving and analytical skills
- Proactive and able to work independently with good judgment and minimal direction
- Highly organized and capable of effectively handling multiple projects and tasks concurrently with the ability to prioritize workload in order to meet deadlines
- Adaptable and resourceful in handling shifting, sometimes competing, priorities and tight deadlines while maintaining a friendly, positive and helpful attitude
- Ability to interact with clients and employees alike with utmost and consistent professionalism
- Must maintain strict confidence and discretion around highly sensitive information
- Graphic design skills and experience with Adobe Creative Suite apps is a plus

Compensation and Benefits

We offer a competitive compensation package including profit sharing, 401(k), health, dental, vision and long-term disability insurance, paid vacation and sick leave, commuter check and flexible spending accounts.

How to Apply

Qualified candidates should submit a cover letter and resume to Human Resources at jobposting@walkerwarner.com with the job title in the subject line. We will acknowledge receipt of your information, but due to the volume of resumes received, only candidates being considered for a position will be contacted. Please no hard copies, drop-ins or telephone calls. Reposting this job description elsewhere is not permitted.