

Job Opening - Executive 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. We are conveniently located in SoMa within walking distance of all major transit systems.

For more information about our projects and firm, please visit us on [Instagram](#) or our [website](#).

Role Description

We are seeking a full-time Executive Assistant with a desire for long-term job stability to join our creative and collaborative team. The EA is responsible for supporting the firm's Partners in close collaboration with other members of the Leadership, Administrative and project teams. Previous experience working in a design firm environment is preferred.

Qualifications

- BA or BS degree required
- 4+ years of related professional administrative experience, front office experience is a plus
- Proficiency with Microsoft Office and Google G Suite apps
- Excellent written and verbal communication skills
- Good graphic design skills and experience with Adobe Creative Suite apps is a plus
- Meticulous attention to detail, quality and thoroughness
- Proactive and able to work independently with good judgment and minimal direction
- Highly organized and capable of effectively handling multiple projects and tasks concurrently
- 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 professionalism
- Must maintain strict confidence and discretion around highly sensitive information

Primary Responsibilities

- Assist Partners with scheduling meetings, calendar management, correspondence, travel arrangements, and occasional personal assistance
- Develop relationships with clients, consultants and internal staff members to facilitate meeting planning and scheduling
- Develop knowledge and understanding of the firm's past and present project work and process
- Support Partners to maintain professional credentials and social media profiles
- Support Partners to participate in professional conferences and speaking engagements
- Assist Partners to submit timesheets and expense reports
- Assist Marketing team's business development efforts to track and respond to client leads
- Provide support to other Administrative and Leadership team members as needed

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 the contact below 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.

Thomas Hendricks
Walker Warner Architects
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