Office Manager / Administrative Assistant

Firm Description
Bohlin Cywinski Jackson, founded in 1965, has offices in Wilkes-Barre, Pittsburgh, Philadelphia, Seattle and San Francisco. The firm's work is known for exceptional design and for its commitment to the particularity of place and user.

Bohlin Cywinski Jackson has received more than 350 regional, national and international awards for design. In 1994, the practice received the Architecture Firm Award from the American Institute of Architects. The firm's work is published regularly in professional journals worldwide.

The San Francisco office of Bohlin Cywinski Jackson is an office of 55 architects and support staff. We offer a friendly work environment with dedicated employees in an open, day-lit studio space. Current design work includes high-end residential, university, civic, and corporate projects as well as several Apple, Inc. retail stores.

Interested applicants should email a cover letter indicating availability date and a desired salary along with a resume by January 27, 2012 to: employmentsf@bcj.com. Please put Office Manager in the subject line. Applications that do not include these three parts will not be considered. Candidates may wish to emphasize written competencies by submitting a writing sample. Send attachments in PDF format only.

More information about the firm and our work is available at www.bcj.com.

Job Description – Office Manager / Administrative Assistant
The San Francisco Office of Bohlin Cywinski Jackson seeks an Office Manager / Administrative Assistant to maintain daily operations and offer general administrative support to architectural staff.

Our ideal candidate for this position is well organized, proactive, enthusiastic, and able to multi-task. He/she has at least 2 years of experience as an Office Manager, or 4+ years of experience as an Administrative Assistant, preferably with an architectural, engineering, or construction firm.

Duties include, but are not limited to:
- Assist in coordinating work flow for the office's three other administrative assistants.
- Meet regularly with the office's two Principals to schedule employee reviews and office-wide meetings, and to discuss general office issues.
- Maintain a clean, well-organized office space.
- Continually update extensive office calendar.
- Monitor all office equipment (copiers, fax machine, dishwasher, coffee machine, etc.), call for service when necessary, and be able to instruct staff in proper equipment use.
- Liaise with building management regarding cleaning, maintenance, and other building issues.
- Maintain accounts with a variety of office vendors and service providers (burglar alarm service, off-site storage provider, car share, etc.)
- Act as local HR contact: maintain local personnel files, provide initial orientation to new staff, maintain emergency contact list, log incoming resumes, etc. (Other HR duties are handled by HR Director in Wilkes Barre, PA office).
- Bring company car for regular service and oil changes.
- Maintain close contact with central Accounting office (in Wilkes Barre) and generate monthly expense logs (printer logs, petty cash reports, etc.)
- Set up luncheon presentations by product reps and others.
- Work with Principals to create agenda for monthly senior staff meetings, and take meeting minutes as needed.
- Generate contracts using AIA Contract Document software.

- Back-up reception duties as needed (answering phones, signing for packages, distributing mail, etc.)
- Other duties as necessary.
- Maintain, edit and update the work in progress billing forecast spreadsheet by working with Project Managers and office Principals..

Required Qualities and Qualifications

- 2+ years of Office Manager or 4+ yrs of Admin experience
- Strong computer skills
- Excellent organizational skills
- Strong, professional verbal communication, writing, and editing skills
- Strong inter-personal skills
- Ability to multi-task
- Detail-oriented
- Proactive
- Proficiency in Microsoft Office (Word, Excel)

Preferred Qualifications

- Previous experience working in Architecture, Engineering, Construction, or related fields.
- Proficiency in FileMaker Pro, InDesign, Google Calendars
- Four year college degree
- Ability to lift 25lbs

Pay commensurate with experience. Competitive benefits. Preferred start date: Monday, February 6, 2012