

## OFFICE ASSISTANT

GBD Architects' is seeking applicants for an Office Assistant/Runner to join our Admin team. We are looking for a personable candidate with a lot of energy and who can follow detailed instructions. This person must be excited and willing to do anything to help the office staff.

### WORK SCHEDULE

Monday – Friday 7:30am - 4:30pm; flexible to 32 hours/week

### DUTIES

- Café clean-up, loading/unloading dishwasher, refrigerator cleaning, stocking supplies, making coffee regularly
- Assist with general appearance of office (conference rooms and common spaces)
- Set up, take down, and clean-up of conference rooms from daily meetings and special events
- Regular off-site errands for architectural staff and daily meetings
- Tracking expenses and receipts
- Daily printer paper stocking, weekly inventory of office equipment needs
- Deliver mail and packages
- Scanning, filing, and printing sets of drawings and documents
- Assist administrative staff in various tasks
- Employee station set up (in collaboration with IT Department)

### QUALIFICATIONS

- Friendly, positive, problem solver
- Team player willing to help anyone
- Professional appearance and demeanor
- Self-motivated, flexible and dependable
- Ability to prioritize multiple tasks and request assistance when needed
- Detail-oriented with strong organizational and time management skills

### REQUIREMENTS

- High School diploma or GED
- Valid Oregon/Washington driver's license and a good driving record
- Microsoft Office, Excel, Word, and Outlook experience preferred
- Knowledge of customer service principles and practices

### PHYSICAL DEMANDS

While performing duties of this job the employee is regularly required to sit, use hands and fingers, stand, walk, bend, and reach. The employee must occasionally lift or move up to 50 pounds with the assistance of a hand truck.

This position is flexible to 32 hours per week to be scheduled during M-F 7:30 am – 4:30 pm. Compensation is based on experience. Please visit [www.gbdarchitects.com](http://www.gbdarchitects.com) to learn more about our company/staff.

### TO APPLY

Interested candidates should email their resume along with a cover letter explaining why they would be a good fit for GBD. Resumes should include professional references. Send resume and cover letter to [katiek@gbdarchitects.com](mailto:katiek@gbdarchitects.com) with "Office Assistant" as subject heading.

JOB ANNOUNCEMENT CLOSING APR 28, 2017