

OFFICE / BUSINESS MANAGER

winslow + partners was founded in 2012 and specializes in a future-think and hyper collaborative approach to design, with projects ranging from multifamily, mixed-use, educational, hospitality and office buildings.

We are a value-driven, full service architectural firm. In other words, our approach to design prioritizes providing value to our clients and their users.

We are seeking a full-time Office/Business Manager responsible for ensuring the smooth running of our office and helps us improve company procedures and day-to-day operations.

Qualifications

- 5-10 years of experience as a Front Office Manager or Office Administrator (ideally in an architectural firm)
- Proficiency in **MS Office** (Excel, Word, Outlook) and **Quickbooks**.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills in a fast-paced environment.
- A creative mind with an ability to suggest improvements.
- High School degree: additional qualification as an administrative assistant or Secretary will be a plus.

Responsibilities

- Serve as the point person for the office manager duties including:
 - Answering phones and greeting visitors
 - Mail incoming and outgoing
 - Supplies and Equipment
 - Maintenance and Errands
- Light Human Resources duties (on-boarding, PTO management, etc.)
- Coordinate with IT on all office equipment
- Ensure bills are paid on time
- Run Payroll using our ADP services
- Cash Flow and Projects' Reporting (task done in collaboration with Partners)
- Projects Billing generation
- Bank Accounts reconciliation **using Quickbooks**
- Projects' Contracts (task done in collaboration with Partners)
- Projects' Management (duty shared with Project Managers and Partners)

Schedule & Benefits

- **Office Hours:** Monday-Friday (8am to 5pm)
- **Salary & Benefits:** Salary commensurate with experience and qualifications. Benefits include: paid covered parking, vacation time, sick time, medical, dental and vision insurance.
- **Please send your resume to:** admin@winslow-partners.com