

Office Administrator

INDIANAPOLIS, INDIANA

arcDESIGN is a progressive and energetic Architectural/Interior Design firm located in downtown Indianapolis that provides an open studio learning environment. We strive to provide the best in design and process to our clients through a hands-on approach with cutting edge technology. We enjoy the company we keep, we work hard and are personable and responsive to each other and our clients. With that said, we do have a strong sense of work/life balance and offer a flexible and fun culture for our associates.

As Office Administrator at arcDESIGN you'll be an integral part of our team, facilitating operational success, furthering our office culture by driving fun, innovative programming and greeting the community at large as they enter our building or call our facility. You should have an enthusiasm for creative environments, design, technology, office culture and organizational excellence.

Primary Responsibilities

- 1 Host:** As Office Administrator you are our first impression. From greeting visitors at our front door to answering phones to sending out Holiday cards, you will be one of the major interactions between our office and community. This role has important Marketing implications as you will interact directly with our clients.
- 2 Studio Administrative Support:** There are several different administrative functions that grow our brand and deliver excellence to our clients. Project Specifications, written correspondence, mailings, deliveries, contract development and maintenance from existing templates, maintaining and ordering supplies, and other Studio specific support functions will be part of your role.
- 3 Principal Support:** Support the Principals of the firm with unique tasks as required. Scheduling training activities including speakers, coordination of schedules, and organizing retreats are representative activities.
- 4 Support of other Disciplines:** Work with the Marketing Director, Accounts Payable/Receivable, and HR Director as required for mailings, printings and hosting activities. Serve as Backup for facilities activities.

Qualifications

- 3+ Years of Office Experience, ideally in Design or Construction fields.
- Detail orientation.
- Strong writing and verbal communication skills.
- Ability to work independently as well as in a collaborative team environment.
- Quickly adapt and respond to diverse initiatives.
- Proven ability to organize and manage multiple priorities in a fast-paced, dynamic environment. This is an important piece of this role. You must be highly-organized and self-motivated.
- Proficiency in MS Office, MS Excel, WordPress and all major social media platforms.
- Graphic design skills are preferred, but not required.
- Ability to be in the office full-time (this position will not work from home).

How To Apply

Option 1: Fill out the contact form and upload your resume to arcdesign.us/careers. *Maximum attachment size limit is 15MB.*

Option 2: Please forward your resume in PDF format to careers@arcdesign.us. *Maximum email size limit is 15MB.*

arcDESIGN Benefits

We encourage every person at arcDESIGN to lead a healthy and balanced life. We offer a wide range of benefits for our employees and their immediate families. Our benefits include health insurance, short-term and long-term disability, life insurance, learning and development programs, paid parking, 401k retirement plan with match, and a flexible PTO policy. Additionally, a Learning Stipend and a Wellness Stipend is available for full-time employees. Dental and vision coverage is available in group rates, paid for by the Employee. Our PTO policy provides employees maximum flexibility by relying on employee accountability. We do not track employee PTO. We hire the best, and the best can manage their workloads, personal schedules, and time away from the office in a responsibly and professionally way.

arcDESIGN is an Equal Opportunity Employer. All qualified individuals are encouraged to apply, regardless of race, gender, religion, age, national origin, disability, veteran status or sexual orientation. Insurance requirements mandate that criminal background checks must be obtained on all new arcDESIGN employees.

For more information, go to [arcDESIGN.us](https://arcdesign.us).