



OFFICE COORDINATOR

POSITION SUMMARY

The Architectural Team, Inc. (TAT), an award-winning architecture and interior design firm, is seeking a highly motivated Office Coordinator to join a dynamic and collaborative administrative team. Working with the Office Manager, Office Administrator, and partners, you will play a critical role in supporting the strategic direction of TAT.

An outgoing, positive attitude and problem-solving mindset are essential for this role. You will be expected to simultaneously manage projects of varying complexity with keen attention to detail and sophistication. Excellent time management skills and the ability to balance immediate deadlines with long-term goals are critical. The ideal candidate brings an interest and aptitude for administration, operations, and technology, is self-motivated, and exceptionally organized with excellent interpersonal skills. Innate curiosity and an ability to learn quickly are vital to success within this position.

KEY RESPONSIBILITIES

- Manage day-to-day on-site office operations
- Assist with directing incoming phone calls, inquiries and follow-up communications as needed
- Develop and maintain materials such as, program guides, onboarding documents and internal intranet site.
- Participate in weekly administrative team calls
- Support HR by seeing onboarding process through from beginning to end
- Assist with firm event planning for BBQ, Boat Cruise, Holiday Party and Summer Fridays
- Research projects for marketing and finance teams as needed
- Develop productive and reciprocal relationships at all levels within the firm

SKILLS + QUALIFICATIONS

- Bachelor's degree with 3+ years of related experience
- Knowledge of Microsoft Office, O365 applications (such as Teams, Planner, etc.),
- Exceptional writing and interpersonal communication skills, coupled with time management and organizational skills
- Ability to work on concurrent deadlines in a fast-paced environment without compromising quality or accuracy
- Positive, team-player attitude with A/E/C industry experience is a plus

BENEFITS

The Architectural Team, located on the waterfront in Chelsea's Admiral's Hill neighborhood, offers employees a competitive compensation package including health benefits, 401k, free parking, health club membership contribution, and a collegial, energetic work environment. The Architectural Team, Inc., is an Equal Opportunity Employer.

APPLICATION DETAILS

Candidates can apply through this listing or send a letter of interest and resume to: hr@architecturalteam.com. As an equal opportunity employer, TAT is committed to a diverse and inclusive workforce.