



# Administrative Assistant

**Job Type:** Administration

**Location:** Newport Beach, CA

**Job Status:** Full-Time

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## **Duties/Responsibilities:**

- Front desk reception.
- Interface with internal company and external client personnel via telephone, email, and in person.
- Process daily incoming and outgoing mail and shipments.
- Prepare routine correspondence, contracts, envelopes, labels, and memoranda as requested.
- Organizes office operations to ensure policies and standard operating procedures are being followed.
- Manage calendars and coordinate internal and external meetings, conference calls, video conferencing, etc.
- Organize Lunch and Learns/CEUs and other educational seminars for staff.
- General office management (supply ordering, printer maintenance, resolving IT issues etc.)
- Light housekeeping duties, including but not limited to re-stocking coffee, disinfecting common areas, and cleaning up after meetings.
- Assist marketing department with printing and binding of proposals, as needed.
- Assist accounting department with data entry and billing processes as required.
- Assist with HR processes such as employee onboarding, coordinating performance reviews, scheduling trainings, etc.
- Assist with other related duties as required.

## **Qualifications:**

- 1 year+ administrative experience required.
- Excellent writing, communication, and organization skills.
- Experience working in the design or A/E/C field is preferred, but not required.
- Experience with the following software: Outlook, Word, Excel, Microsoft Teams, and Adobe Acrobat or Bluebeam.
- Experience with AIA contract document software is a plus.
- AA or Bachelor's Degree preferred.

**Base Compensation Range:** \$45,760 - \$60,000 per year, depending on experience.

For consideration, please submit your resume to [hcheng@tbparhitecture.com](mailto:hcheng@tbparhitecture.com).