

Office Coordinator

Job Title: Office Coordinator
Location: Brattleboro, VT - Remote & In Office
Hours: 25 hours/week
Report To: Project Architect

About the Role: The Office Coordinator handles general office management and administrative tasks for the project architect and team members to keep projects running smoothly. The Office Coordinator will work directly with the owner and principal architect on new leads and specific projects. This may include managing contracts, deadlines and workflow, and scheduling meetings and appointments. The Office Coordinator will also be responsible for general office admin tasks, like sorting mail, ordering supplies, and maintaining the office environment.

The ideal candidate loves design and enjoys systems, process, and people! The Office Coordinator is responsible for keeping track of details, and will also interact regularly with clients.

This position requires some time in-person at the Brattleboro, VT office. A hybrid in-person and remote structure may be offered to the right candidate. This is a part-time position, 25 hours/week. We can be flexible with when you would need to be here. As you help us grow, we can grow your position.

Responsibilities:

1. Review leads and potential projects and working with the project architect to prepare RFP responses.
2. Monitor the progress of projects and provide detailed updates to the project architect and other stakeholders.
3. Organize reports, invoices, contracts, and other financial files.
4. Plan meetings and organizing project logistics.
5. Perform payroll, billing, and bookkeeping tasks.
6. Order necessary project and office supplies.
7. Maintain a neat and orderly office environment
8. Maintain all federal and state professional licenses and business licenses.

JOB DESCRIPTION

Qualifications:

1. Communication
2. Organization and time management
3. Problem-solving
4. Positive attitude

Skills:

Office/Word/Excel/GSuite/PDF editing
QuickBooks experience
ClickUp or other Project Management tools

Compensation: This position starts at \$22/hour

How to Apply: Please send a resume and cover letter to admin@jasworkshop.com