

Office Coordinator

Employment Category: Administrative

Type of Employment: Part Time

Experience Level: Minimum 3-5 years preferred but not required

Location: Montpelier, VT

gbA Architecture & Planning is seeking a highly organized and detail-oriented Office Coordinator for implementing office administration and procedures and to assist with marketing efforts and billing in order to ensure the effectiveness and efficiency of the studio. A competitive salary commensurate with experience is offered, and health care and a 401k plan are available. Advancement possibilities will also be available for the right person.

Office Coordinator

gbA is seeking a dependable part time Office Coordinator to join our team. The primary responsibilities include day to day administrative operations of the office, while being exposed to a variety of architecture and interior design projects. Responsibilities include:

- Maintaining a neat and orderly office environment
- Order and stock office supplies as necessary
- Assist with the operations and IT with tasks such as setting up equipment, archiving files, and organizing storage
- Assist with Client Engagement and Marketing Tasks such as proposals
- Support partners and staff with general administrative tasks
- Assist in invoicing and paying bills
- Assist in insurance correspondence and updates
- Assist in updating the website and social media posts

To apply, send a cover letter and resume in PDF format to: Contact@gbarchitecture.com

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