

EXECUTIVE ASSISTANT + RECEPTIONIST
Marlon Blackwell Architects
Fayetteville, Arkansas

SUMMARY

Marlon Blackwell Architects is an internationally recognized architectural design firm serving a wide range of clients and institutions, both locally and around the nation. We seek talented and enthusiastic candidates for an Executive Assistant and Receptionist who exhibit a willingness and initiative to contribute to the growth and success of our firm.

This position maintains a dynamic range of responsibilities from managing the principal's schedule, travel arrangements and general correspondence to light bookkeeping, organizing occasional lunch orders and ordering supplies for the office. Our executive assistant is a crucial individual that works closely with the principals and influences the overall function and flow of our office. It's a position for someone who is highly organized and an excellent planner, is level-headed, good at multi-tasking and enjoys a wide range of different tasks.

RESPONSIBILITIES

- Provide administrative, scheduling, and coordination support to Principals and staff
- Provide general office support and receptionist duties
- Assist with basic bookkeeping functions and data entry
- Assist with organization of travel for staff related business

SKILLS

- Proficiency in Microsoft Office Suite
- Strong organizational skills required
- Ability to manage and prioritize multiple tasks
- Excellent verbal and written communication skills
- Strong attention to detail including proofreading and data management
- Must be resourceful and proactive
- Punctuality and dependability are essential
- Architectural office experience a plus

BENEFITS: Full Benefits after initial probationary period

JOB TYPE: Full-time

REQUIRED EDUCATION: Associates Degree or higher, or
2-3 Years Equivalent Work Experience

REFERENCES: Minimum two (2) required

Marlon Blackwell Architects is an equal opportunity employer. Employment decisions are based on merit, qualifications, abilities and business needs and not on race, color, religion, sex, national origin, age, physical or mental disability, marital status or any other characteristic protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs and all other conditions and privileges of employment in accordance with applicable federal, state and local laws and regulations.