

# FRANK

ARCHITECTURE & INTERIORS

## Administrative Assistant – Job Description

FRANK, unlike other traditional architecture firms, takes an integrated design approach. Architecture and Interior design are at the heart of the work we do. Being a small-scale, boutique firm allows for our team of talented and passionate design professionals to strive to create timeless, engaging, and approachable design solutions within a collaborative open studio environment.

We are seeking an **Administrative Assistant** to join our dynamic team, covering a maternity leave. As an Administrative Assistant, you will work closely with the Partners and our employees to provide support for general day-to-day office operations, contribute to marketing, and general accounting under the direction of the Accountant. This is an important role as it helps to keep FRANK running efficiently and assists with establishing a level of professionalism within the company.

As an Administrative Assistant, you will:

- Assist and support the Partners where required and fulfill administrative roles under Partners' direction.
- Fulfill accounting roles under Accountant and Partners direction.
- Contribute to day-to-day operations of the office including office maintenance and organization, ensuring office appearance is professional, ordering supplies, picking up and ordering samples, etc.
- Assist with maintaining accounting and project documentation filing.
- Assist with invoicing, data entry and distribution.
- Support the recruitment, onboarding, and training of new employees.
- Contribute to marketing including website, Instagram and award content generation and submissions. Work with Partners to compose proposals, articles of publication and media submissions.
- Support the IT company in any IT related inquiries (ie: software subscriptions, new workstations or troubleshooting).
- Assist with preparation of lectures and presentations for post-secondary courses.
- Schedule meetings, lunch and learns, and manage travel arrangements.
- Plan, coordinate and execute office projects or events.
- Coordinate with building management for office maintenance and repairs.
- Ensure a safe and clean work environment.
- Provide regular office operations reports to management and identify areas for improvement.
- Perform executive assistant duties occasionally for the partners.
- Coordinate submissions/forms for all provincial architectural jurisdictions.
- Compile meeting minutes and field reports.
- Greet clients and ensure coffee/water supplies are ready for any in-person meetings.

### Qualifications and Skills:

- 1-3 years of experience in an Administrative Role.
- Strong working knowledge of Microsoft Word, Excel, Adobe Acrobat, Adobe InDesign and WordPress.
- Strong communication and presentation skills (written and oral).
- Confident, efficient, and collaborative.
- Have a strong attention to detail.
- Provide excellent customer service.
- Be comfortable tracking office budgets, expenses and supplies.
- Work effectively as part of a team and contribute to a collaborative office culture.

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We will provide a competitive salary, health benefits and continuing education opportunities.

**Contact Information:**

Please email your resume and cover letter to [careers@frankarchitecture.ca](mailto:careers@frankarchitecture.ca). Include your name and the position of Administrative Assistant, in the subject of your email. All interested applicants should be able to start mid-September. Only candidates offering appropriate credentials will be contacted, although we thank any interested parties for their submissions.