

Office Manager

DIGSAU is an award-winning firm practicing contemporary architecture, urbanism and environmental design. We are recognized for our expertise in providing unique, high-quality, and sustainable design solutions for a diverse client group. Our office operates as an open studio and values design excellence, collaboration, friendliness, and a shared commitment to our colleagues and clients.

We are seeking a full-time Office Manager with excellent organizational, management and communication skills. The Office Manager will provide coordination, continuity and oversight for office facilities and administrative functions for the firm. Additionally, they ensure functionality and efficiency within the office and leadership team to achieve the firm's strategic goals and objectives. The candidate must be adaptable, able to work independently prioritizing tasks/projects with little supervision, showing flexibility and creative problem solving. This individual would be a self-motivated multi-tasker, detail-oriented, and a hard-working team player. The position requires the ability to communicate effectively with all staff members, clients, vendors, consultants and office visitors. The Office Manager implements day-to-day operational procedures under direction of the Chief Operating Officer.

Primary Responsibilities

- Works across all staff to support the day-to-day functions of the office;
- Maintains the functionality of the office space and act as liaison between DIGSAU and building management to ensure the office is clean, functional, safe and secure
- Oversees routine preventative maintenance of facilities and equipment
- Manages service provider and vendor relations, contracts and invoices (i.e. security, janitorial services, equipment, phone/communication systems, information technology, maintenance and repair, architectural materials and supplies)
- Oversees and manages seating assignments and workstation setup and operation; works proactively with HR and IT prior to arrival of new employees or staff workstation changes
- Maintains and manages office supplies inventory, materials and architectural library
- Manages, schedules and coordinates office wide meetings, functions, conference room schedules and events
- With the Leadership team, recommends and implements operational procedures
- Tracks all staff licensing and memberships, supports renewal processes, and assists with corporate and individual registrations as required
- Manages messenger, delivery, and shipping and receiving services
- Manage company travel arrangements, receptionist duties of greeting office visitors; answers and direct incoming phone calls and respond to inquiries
- Perform other duties as assigned to help with the efficient functioning of the office.

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Qualifications

- 3-5 years' experience of Office Management and operations working administratively in a fast-paced working environment; prior experience with an architectural, engineering or professional services firm preferred
- Bachelor's degree preferred, ideally with a background in Business, Marketing, Communications, Architecture, or Graphic Design, but not required.
- Experienced in general and executive level administrative responsibilities
- Organized and thoughtful in managing functions and workload, detail-oriented
- Able to work independently and prioritize workload
- Must be professional, communicative, and able to interact effectively with a variety of people
- Reliable, trustworthy and mature, with an ability to maintain a high level of confidentiality and discretion with regard to project, business and personnel matters
- Proficient in the following software applications/systems: Microsoft Office Word, Excel, Outlook, PowerPoint, Teams, Zoom, Dropbox, Adobe Creative Suite
- Must be available to work during operational hours, which may include occasional evenings and/or weekends to manage and support office events, meetings, or facility initiatives

DIGSAU is an Equal Opportunity Employer and a participant in the U.S. Federal E-Verify program. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply. Salary is commensurate with experience and skill, including a comprehensive benefits package. DIGSAU offers an inclusive and safe work environment, medical, dental & life insurance benefits, health savings accounts, company 401k and profit-sharing plan, paid holidays and paid time off, as well as an annual professional development stipend for continual improvement, and growth potential for the role itself.

Applicants should send a Letter of Interest, Resume in one PDF document, not to exceed 5MB, to: employment@digsau.com; No phone calls, please.