

ADMINISTRATIVE ASSISTANT

CSO is an award winning Architectural and Interior Design firm with a 58 year history of providing innovative and creative solutions to enhance and contribute to our clients' success. We are currently seeking an Administrative Assistant with professional service experience (preferably A/E/C) to join our firm.

Our Administrative Assistant will provide administrative support to our Project Studios. This is a multi-faceted position with a variety of administrative tasks in a fast paced corporate office setting.

Job responsibilities will include but are not limited to the following:

- Receptionist primary backup
- Coordinate schedules and schedule meetings
- Assist with PowerPoint presentations and meeting materials
- Create and handle routine correspondence
- Maintain and update information for company specific database
- Coordinate small and large meeting/events which include ordering food and room set up
- Assist with special projects (i.e., mailings, manuals, libraries) as requested

Desired Skills:

- Ability to work well with people
- Reliable and punctual
- Detail oriented
- Strong communication skills (both written and verbal)
- Excellent time management skills with the ability to prioritize/multi-task
- General typing and transcription skills

Qualifications:

- Able to work Monday – Friday, 40 hour week minimum
- Minimum of 5+ years' experience as an Administrative Assistant in a corporate environment; preferably a professional services industry
- Demonstrated advanced experience with Microsoft Office to include Microsoft Word, Excel, PowerPoint and Outlook
- Ability to learn new client based software
- Strong attention to detail and ability to accurately proofread documentation
- Professional appearance, positive, energetic and fun team player

Apply using the online form on the Careers page of our website.