

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 in the Architectural, Engineering or Construction industry 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 to produce meeting minutes and other documentation
- Familiar with Newforma – managing, distributing and organizing documents
- Familiar with the Construction Administration process – organizing, logging and distributing documents related to the construction administration process

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.