

Jennifer Horn Landscape Architecture (JHLA) is looking for an experienced Office Manager to join our team! Office manager duties and responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors, and providing general administrative support to our employees. Previous experience as a Front office manager or Office administrator would be an advantage. The ideal candidate will be proficient in excel spreadsheets, have strong organizational skills and experience with Quickbooks. Ultimately, the Office manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation. We're looking for someone who wants to be an integral team member of JHLA. Interest in Landscape Architecture is not required, but highly encouraged.

Compensation will be commensurate with experience

Responsibilities

- Serve as the point person for office manager duties including maintenance, mailing, supplies, equipment, bills, errands, shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Assist with client invoicing and move towards overall management of the invoicing system, in coordination with the project managers
- Design and implement filing systems
- Ensure filing systems are maintained and current
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage office General and Administrative budget, ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Address employee's queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering, and security services
- Plan in-house or off-site activities, like parties, celebrations, and conferences

Skills

- Proven experience as an Office manager, Front office manager, or administrative assistant
- Knowledge of office administrator responsibilities, systems, and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Familiar with Quickbooks, experience with invoicing in Quickbooks preferred
- Hands-on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools and video conferencing like Teams and Zoom
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment

- A creative mind with an ability to suggest improvements
- Positive attitude and desire to be part of a growing team
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Please submit a cover letter and your resume to rebecca@jh-la.com