

OFFICE COORDINATOR

Catalano Architects and Catalano Design, architectural and industrial design firms, have a job opening for an efficient, detail-oriented, and collaborative Office Coordinator. If you enjoy supporting a professional team and are organized, flexible, and thoughtful, with a desire to learn and grow – we're interested in hearing from you.

The position is responsible for a wide range of general office, financial, marketing, and human resources. The ideal candidate will welcome accountability, managing multiple projects at a time, and feel comfortable accomplishing tasks independently. This is primarily an in-office role, not remote – we are a highly client-centric firm that values in-person collaboration and approachability.

Associates or Bachelor's Degree preferred. Excellent communication skills, both written and verbal, are a must. Proficiency in MS Office Suite is required; and experience with Adobe Photoshop, InDesign, and Illustrator. An interest in design, or the AEC industry is a plus.

Responsibilities:

- Provide polite and professional general office support, reception, supply management, shipments/deliveries
- Support financial and accounting processes including AR/AP, expense reports, bank deposits and monthly client billing
- Manage technology with vendors for maintenance of software, printers, computers, tech accessories and management systems
- Schedule internal and external meetings, site visits, firm events, organize weekly management call, meeting minutes and action items
- Coordinate and manage short term and long-term projects with various vendors, building management, software specialists, and all related office partners
- Organize and manage human resource tasks such as time-off calendars, employee files and assessments, onboarding activities and Archicad training
- Support architects and design teams organizing firm-wide meetings and technical support
- Assist with marketing efforts as needed, including new business follow-up, photography planning, database updates, tracking client journey and action items, coordination of site signs, and various ongoing project support

We care about timeless, remarkable design. We believe architecture has the ability and responsibility to enliven our collective experience – and bring joy to our lives. If you are interested in joining our amazing team, send a letter of interest with salary requirements, along with your resume to: careers@catalanoarchitects.com. No calls please. We are an Equal Opportunity Employer committed to diversity and inclusion in the workplace.