

Office Administrator/Marketing Coordinator

Position Description

We are looking for a talented, self-motivated individual to join our team as an Office Administrator/ Marketing Coordinator. The ideal candidate is an outgoing person who is extremely organized, excels with customer service, has experience with marketing and business development, and manages time well to schedule and complete tasks.

This is a 1.0 FTE position. It includes full benefits.

The Company

HKP Architects is an award-winning firm located in Mount Vernon, Washington, specializing in educational, civic, affordable housing, and residential design. Our focus and passion centers around sustainability and community. Established in 1952, HKP has grown from a small-town general practice to a regionally recognized and respected firm known for service, quality, and civic engagement. We are currently a talented group of seven, looking to grow at a steady pace. Our culture fosters growth, collaboration, and personal job satisfaction.

Responsibilities

As the Office Administrator you will be responsible for the day-to-day operations and logistics of HKP Architects and the building being “open for business.” This position is intended to be in-person, in-office.

Duties may include, but are not limited to:

- Reception tasks including answering office phone and greeting visitors
- Managing the scheduling of conference rooms in Outlook
- Managing office supplies and equipment
- Receiving, distributing, and sending mail daily; scanning and forwarding appropriate documents to bookkeeper
- Maintaining postage and mailing Supplies
- Managing janitorial services and supplies
- Maintaining annual membership registrations and software licenses
- Maintaining filing systems of the firm’s human resources, administration, and management systems
- Ordering certificates of insurance for projects
- Coordinating maintenance of the firm’s technical and materials library, including code books
- Organizing office events

- Tracking and reporting employee billable and non-billable hours, including holidays and Paid Time Off
- Tracking internal and project costs reimbursable to employees
- Tracking project reimbursable costs for invoicing
- Working with outside bookkeeper to monitor tasks such as processing payroll, reconciling accounts, generating annual and monthly financial reports, managing payables and generating invoices
- Coordinating with outside bookkeeper for invoicing from consultants, payments to consultants and vendors, and depositing payments from clients
- Working with bookkeeper to print checks, get partner signatures, and send
- Coordinating communications and invoicing with other building tenants and with building owner (HKP Properties) managing invoicing and payments for building utilities and maintenance services
- Creating and managing standardized forms and processes to facilitate efficient operations for the firm
- Overseeing organization of general office folders on the network

As the Marketing Coordinator, you will manage all aspects of marketing and branding, and support business development. Duties may include, but are not limited to:

- Maintaining HKP's brand guide and all uses of the brand identity
- Supporting in the annual preparation of the strategic plan, and its alignment with marketing
- Leading the marketing calendar
- Leading website management
- Creating monthly blog posts and quarterly newsletters
- Creating social media content and managing all social accounts
- Managing the contact and mailing list(s)
- Managing the media contact list
- Assisting with Hubspot (or other CRM)
- Leading setting up business development opportunities
- Coordinating public relations campaigns
- Writing press releases
- Assisting in the hiring, scheduling, and execution of project and firm photography

- Managing online reviews – Yelp, Google, etc.
- Leading the development of Statement of Qualifications and interview materials
- Coordinating award applications
- Identifying and developing speaking engagement opportunities
- Coordinating community outreach and volunteer opportunities

Pay and Benefits

- Base Salary \$53,600.00 (1.0 FTE), commensurate with experience.
- Full medical, dental, and vision insurance
- Annual bonus based on net profit
- Matching 401K plan up to 3% annual salary
- Nine (9) paid holidays per year
- Fifteen (15) paid Personal Time Off days per year
- \$500 continuing education annual stipend

Required Professional Skills

- Experience in providing support for marketing, finance, human resources, and facility operations
- Self-motivated and able to work independently with minimal direction
- Capable of managing multiple, complex schedules
- Ability to consistently meet deadlines
- Ability to quickly learn and utilize multiple technologies related to project management and business development/marketing
- Ability to pitch in and assist on any level of task when the work calls for it
- Writing skills
- Friendly, welcoming personality
- Open and honest communications

Required Technical Skills

- Word
- Excel
- Powerpoint

- Quickbooks Online
- Adobe Acrobat
- Adobe Creative Cloud (InDesign, Photoshop and Illustrator specifically)
- Outlook
- Microsoft Teams
- Zoom

Beneficial Technical Skills

- Hubspot
- Harvest
- Smartsheet

Why Should You Apply?

- We have a unique firm with a passion for design, community, and sustainability
- You enjoy being around other creative people and working together as a team
- You want to utilize your unique skills to help a small company grow to its full potential

Interested?

Please e-mail a cover letter and resume to Julie Blazek and Brian Poppe hkp@hkpa.com.