



## **Fathom Architecture is hiring an Office Administrator**

Fathom Architecture LLC is a fifteen-person firm delivering design solutions that elevate everyday experiences in the built environment. Located in Seattle's historic Pike Place Market, Fathom Architecture offers a collaborative work environment with a collegial atmosphere that cultivates personal growth and professional development.

Candidates for the office administrator position should have experience with general office management and administration for small- to medium-sized firms in the architecture, design, and/or engineering industries. In addition, candidates should have excellent communication skills (written, verbal, and interpersonal), possess strong organizational and information management skills, and have proficiency with various digital technologies.

Candidates should be self-motivated and interested in participating in a collaborative and dynamic work environment with a culture of learning, service, and excellence. The position provides opportunities for professional growth, to implement operational improvements for the firm, and to make a positive contribution to the communities we serve. The primary responsibilities for this position are outlined below.

### **Qualities**

- Open and honest communicator.
- Self-motivated and able to work independently with limited direction.
- Able to meet deadlines and manage diverse and complex tasks.
- Able to utilize multiple technologies related to office and financial management.
- Interest in marketing and business development.
- Willing and able to apply your order to our chaos.

### **Responsibilities**

- Front desk reception, incoming phone calls, greeting clients, consultants, and visitors, receiving and distributing deliveries and mail, organization and upkeep of the studio environment.
- Assist with on-boarding new staff.
- Maintain firm's graphic standards and brand identity.
- Optimize and manage standardized forms, filing systems, and office manuals.
- Assist in research for and development of Request for Qualifications (RFQs).
- Assist firm partners with new project proposals and contracts.
- Manage delivery of award/marketing submittals and proposals.
- Maintain and update Customer Relationship Management (CRM) database.
- Maintain CRM and support business development processes and prospecting.
- Coordinate with outside vendors, insurance, and benefits providers.
- Coordinate with information technology consultants and manage software subscriptions.
- Coordinate firm events (celebrations, continuing education seminars, lunches, etc.).
- Receive and track invoices from subconsultants.
- Assist in generating monthly invoices with support from the principals and bookkeeper



- Make bank deposits, coordinate with the principals and bookkeeper, and track accounts payable.
- Manage the employee timesheet review process.
- Inventory, purchase, and maintain office supplies, caffeine supplies, and a multitude of snacks.

## Compensation

- Salary range of \$70K – 76K depending on experience.
- Flexible hybrid work model: partial in-office time / work from home time.
- Three weeks paid time off (combined vacation and sick leave) per year to start.
- Ten paid holidays per year.
- 401(k) plan with discretionary employer contributions each year.
- Health/dental/vision insurance for the employee with a Health Savings Account (HSA) option paid for by company
- An annual bonus based on individual and company performance.
- ORCA transit pass.
- And, (drumroll)... a Costco Membership.

Fathom Architecture, LLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status or other characteristics protected by law.

Due to the nature of our federal work, this position will require US government security screening. Therefore, applicants must be US citizens and be verified with [E-Verify](#).

Please send a cover letter and resume to [chelsea@charrettevg.com](mailto:chelsea@charrettevg.com) for consideration.

We look forward to hearing from you!