

APICELLA + BUNTON ARCHITECTS

Apicella + Bunton Architects LLC 100 Crown Street New Haven Connecticut 06510 T 203 777 2121 www.apicellabunton.com

Office Manager

Apicella + Bunton Architects LLC is a full-service architectural firm located in New Haven, Connecticut, specializing in planning and design services for academic, cultural, corporate, and residential clients. We are looking for an Office Manager who has exceptional organizational skills, attention to detail, the ability to balance a variety of office-related tasks.

We are an energetic, hard-working firm and value our work-life balance.

Office Management

- Provide administrative support for all aspects of the firm's operation
- Oversee office equipment and manage procurement of office supplies
- Assist with receiving office guests and incoming phone calls
- Assist project teams with meetings and client visits
- Track and prioritize tasks and projects

Operations

- Research cost-effective solutions for the business
- Serve as main contact with vendors and assist accounting department
- Assist with office events.
- Assist with special projects when requested

Qualifications

- College/undergraduate degree.
- Excellent organizational and time-management skills, and ability to prioritize tasks.
- Ability to anticipate issues and problem solve.
- Ability to work independently and collaboratively.
- Strong interpersonal, written, and communication skills.
- MS Outlook, Excel, Word.
- Experience with office administration a plus.
- Experience in architecture or related field a plus.
- Experience with IT a plus
- Minimum 3 years' experience in a professional setting

Applicants may submit a resumé and cover letter to careers@apicellabunton.com

Applicant must be authorized to work in the U.S.

Job duties will be performed in-person at the office.

Covid-19 considerations: must be able to show proof of vaccination