

ADMINISTRATIVE ASSISTANT ARCHITECTURE FIRM SUPPORT STAFF

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. Our firm offers a professional yet creative and fun environment. We value a healthy work life balance and enjoy the unique perspectives that each person brings to the office. We have an inclusive, respectful work environment that prioritizes the development and advancement of all our employees.

We are looking for a design-oriented Administrative Assistant to join our growing team of professionals. The ideal person should be eager to learn and collaborate, be proactive, and be willing to take on responsibilities. Experience with Adobe Creative and Microsoft Office suites required.

This position includes the following focus areas:

- Assist with day-to-day office tasks
- Develop and maintain guidelines and templates
- Assist with project proposals, presentations, and meetings in close collaboration with firm leaders
- Coordinate content updates for website, newsletters, and social media
- Oversee office wiki

This is a full-time position. Part-time employment of 20-30 hours a week may be considered.

The salary for this position is commensurate with job-related education and experience with a starting range of \$50,000 to \$65,000. Benefits begin after a 60-day introductory period and include two weeks of paid vacation, 9 paid holidays, 8 paid sick/personal days, health insurance, and 401K profit sharing plan.

Applicants must be authorized to work in USA.

Please email a cover letter & CV in a single PDF, no larger than 5MB, to careers@apicellabunton.com