



EXECUTIVE ASSISTANT – JOB DESCRIPTION

Title: Executive Assistant

Date: Jan 2017

Status: Non-Exempt

Reports to: Hans Baldauf, FAIA, Chris von Eckartsberg, AIA, and Colin Alley, AIA

Salary: to be negotiated

Location: San Francisco Office

About BCV

Established in 1997, BCV Architects is a San Francisco and New York City based architecture and design firm known for the diversity of scales at which it works – from the master planning of large urban projects to the china used in our restaurant designs.

An interest in the broad approach to a design problem lends itself to the multi-disciplinary character of BCV and is evident in our portfolio of projects in urban design and planning, architecture, interiors, furnishing, and graphic design. BCV's approach to sustainability is to look at the issue through multiple lenses – not only seeking engineering solutions but also responding to the ethical, cultural, social, economic and historic implications of a project and its place in the environment. It is this approach that has informed projects such as San Francisco's Ferry Building Marketplace, Napa's Oxbow Public Market, and the new Master Plan for San Francisco's Treasure Island neighborhood. Our goal is to design projects that become vibrant communities that sustain the lives of their inhabitants and users.

About the Position

BCV is seeking a graduating senior who is interested in learning about the architecture profession through a paid internship acting as an assistant to principals Hans Baldauf and Chris von Eckartsberg. This individual will provide both administrative, project, and research support for the principals and will be exposed to all facets of running a design-oriented architecture firm. The position requires a dynamic, energetic, and quick-witted individual who thrives in a team-based environment and will take ownership of responsibilities and anticipate needs.

BCV is seeking an executive assistant to support two busy principals in the daily business of running the architecture firm. This individual will provide administrative, project, and research support for the principals and will be exposed to multiple facets of running a design-oriented architecture firm. This key position requires a dynamic, energetic and quick-witted individual who thrives in a fast-paced environment and will take ownership of responsibilities and anticipate needs.

Essential Duties

- Manage principal schedules and workflow
- Assist with client relations – handle calls, follow-ups, and the coordination of meetings

- Draft general correspondence (letters, transmittals, emails)
- Prepare travel arrangements
- Provide project assistance and research as needed
- Provide administrative support for offsite meetings, events, and retreats
- Prepare expense reports (monthly) and timesheets (bi-monthly)
- Coordinate office-wide staffing with principals and project managers
- Manage contacts database
- Undertake miscellaneous reasonable personal errands and tasks as needed
- Oversee general office duties (when receptionist is out sick or on break)
- Other duties as assigned

Qualifications

- 4 year college degree required
- ~~Strong~~ interest in architecture and design
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) required
- Experience with Adobe Creative Suite desirable
- Excellent oral and written communication skills
- Impeccable attention to detail, exceptional follow through and organizational skills
- Exceptional ability to meet deadlines, prioritize, plan and use time efficiently, and handle complex assignments and multiple projects
- Must be able to adapt to change quickly and manage competing demands
- Ability to work as part of a team
- Ability to maintain the highest level of professionalism and confidentiality
- Proactive, courteous and approachable