

Degen & Degen, a regional and national architecture and interior design firm based in Downtown Seattle is seeking a **Receptionist / Administrative Assistant**. Work in a positive and at times fast-paced office with a team of talented, fun people.

An ideal candidate would have a 'can-do' attitude with excellent communication skills, both verbal & written, friendly and professional telephone rapport, superior organizational skills and a willingness to assist in a variety of areas. As the first point of contact for the firm, professional conduct and appearance is crucial and mandatory at all times.

Qualifications

- Professional degree required.
- Experience in a professional setting required.
- Experience in the A/E, design or construction field preferred.

Other Required Skills

- Energetic, well organized, self motivated.
- Capable of multi-tasking, prioritizing and follow through.
- Responsibility, reliability and initiative.
- Computer literate: proficient in Microsoft Office, Photoshop, and other business and graphic programs.
- Experience with multi-line telephone systems, copiers, scanner and printers.

Responsibilities (but not limited to)

- Hours 8:00 AM to 5:00PM, M-F.
- Greet and direct guests, answer telephones, screen calls, transfer calls and provide legible and accurate telephone and written messages.
- Daily office up-keep and administrative assistance for an office of 13. Incoming & outgoing mail, couriers and shipping, prepare office for meetings, etc.
- Assist Principals and staff with travel needs, scheduling and correspondence.
- Assist in the preparation of design and presentation materials, product research, reports, etc.
- Responsible for general maintenance and organization of all resources of our design library including scheduling vendors, filing and purging of outdated materials.
- Ordering and maintaining stock of all office supplies.
- Assist and work closely with the Office Manager in keeping the office running smoothly.

Please visit our website for additional information. www.ddseattle.com. Send coverletter and resume to dd@ddseattle.com or to the address below.

Immediate Openings



**Degen &
Degen**

architecture and interior design