

Administrative Assistant - Cheyenne

We are seeking a friendly and organized Administrative Assistant to join our team in the Architecture & Planning industry. As an Administrative Assistant, you will play a crucial role in supporting the daily operations of our office and ensuring smooth communication with both clients and internal staff. Your attention to detail and strong organizational skills will contribute to the efficiency and success of our architectural projects.

Responsibilities

- Provide administrative support to architects and engineers, including scheduling meetings, managing calendars, and making travel arrangements.
- Prepare and distribute important documents, such as contracts, proposals, and meeting agendas.
- Maintain project files and documentation, ensuring all records are accurately organized and easily accessible.
- Answer and direct phone calls, take messages, and respond to inquiries from clients and colleagues.
- Assist with procurement by ordering office supplies, equipment, and materials for ongoing projects.
- Support the coordination of project timelines and deliverables, ensuring deadlines are met.
- Assist with maintaining a clean and organized office space, including managing mail and handling facilities requests.

Requirements

- Proven experience as an administrative assistant or in a similar role.
- Proficiency in Microsoft Office Suite and other relevant software.
- Strong communication and interpersonal skills, with the ability to interact with clients and colleagues in a friendly and professional manner.

- Excellent organizational skills, with a keen eye for detail and the ability to multitask effectively.
- Ability to prioritize tasks and manage time efficiently to meet deadlines.
- Solid problem-solving skills, with the ability to think quickly on your feet.
- Familiarity with the architecture and planning industry is a plus, but not required.