



PART-TIME ADMINISTRATIVE ASSISTANT

About this Job:

Hayes Design Group Architects (HDG) is seeking a part-time Administrative Assistant (20-32 hours per week) for our office. This is a temporary position with the possibility of transitioning into a permanent position. HDG is an architectural firm located in Robinson Township (8 miles west of downtown Pittsburgh). Our location is not served by public transportation. HDG fosters a collaborative and professional work environment centered on professional development and offering opportunities for social and community service involvement.

Additional information about HDG can be found on our website at www.hayesdesign.com.

Responsibilities:

- Provide administrative/clerical support for the firm. This may include coordinating meetings, schedules and events, preparing memos/letters, filing, printing, making copies, etc.
- Monitor general e-mail and phone messages and forward to relevant staff.
- Maintain contact lists and calendars.
- Assist with general marketing tasks. These may include conducting market research, tracking project opportunities, maintaining and updating website and social media platforms, and coordinating proposal items (resumes and project descriptions).

Requirements:

Candidates should meet the following criteria:

- 2-5 years of administrative experience.
- High School Degree or GED required. *Bachelor's Degree (preferred but not required)*.
- Experience with the Microsoft Office suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
- Excellent word processing/editing skills, including familiarity with the mail merge function.
- Professional and friendly demeanor with the ability to interact positively with clients and visitors and to work well in assisting a variety of staff and personality types.
- Reliable, hard worker with a high attention to detail.
- Organizational skills and the ability to manage multiple competing priorities.

To apply:

Please submit a cover letter and resume to architects@hayesdesign.com with the subject "Administrative Assistant Position". The cover letter should include a brief explanation of why the candidate is interested in the position, and how the candidate meets or exceeds the requirements above. The cover letter is NOT to be more than two pages in length.