



## Office Admin/Receptionist

### Who we Are:

Welcome to Chapman Sisson Architects, we offer a casual environment, a culture of collaboration, and we are looking for the right person to fill our Office Admin/Receptionist position. We offer opportunities to learn and advance in an exciting industry with a high quality of life working environment. Chapman Sisson invests in professional development, including mentorship and performance management to cultivate a healthy team environment.

**Our Vision** is to be the premier design firm in our region by delivering exceptional value, crafting unique innovative spaces, and building lifelong relationships.

### What does an Office Admin/Receptionist do:

This position is the first person our clients see and speak with, so great communication and relationship building skills are a must. Success in this position requires organization, attention to detail, and ability to thrive in a multi-task environment.

#### Daily Responsibilities:

- Facilitating a welcoming environment
- Handling office duties like answering phones, greeting guests, managing calendars, scanning documents, and sorting mail.
- Supporting office logistics by placing orders, managing office forms, and maintaining equipment and supplies.
- Coordinating office meetings, preparing agendas, and documenting meeting notes accurately.

- Managing various administrative tasks, including office supply inventory management, scheduling events, and handling shipping needs.
- Handling timesheets, reviewing and entering data accurately, and managing time-off records.
- Additional administrative tasks may be identified.

**Qualifications:**

Candidates should be:

- Proficient with Microsoft Office Products.
- Knowledgeable with social media platforms.
- Organized with a keen attention to detail.
- Able to manage multiple tasks.
- Learn new software and concepts quickly.
- Available to work from 8:00 am to 5:00 pm

This is a full time position that includes benefits including paid time off, sick time, health benefits and 401k with a matching contribution.

This is not a remote position. Physical location is 305 Church St SW Suite 805 Huntsville AL 35801.

If you are interested in applying for this position email Scott Harbour at [sharbour@chapmansisson.com](mailto:sharbour@chapmansisson.com)

You can learn more about Chapman Sisson Architects by visiting [www.chapmansisson.com](http://www.chapmansisson.com)