



Office Coordinator

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 Coordinator 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 Coordinator do:

This position is the first person our clients see and speak with, so great communication and relationship building skills are a must. An Office Coordinator is organized, detail-oriented, and thrives in a multi-tasking environment. They have a drive for efficiency, a do whatever it takes attitude and the ability to juggle several tasks.

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 supply 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.
- Assisting with marketing efforts by preparing proposals, updating the website, writing press releases and overseeing charitable contributions.
- Managing financial aspects such as preparing checks, recording payments, and tracking expenses.
- Handling timesheets, reviewing and entering data accurately, and managing time-off records.

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.

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

You can learn more about Chapman Sisson Architects by visiting www.chapmansisson.com