

# JONES ARCHITECTURE

## OFFICE ASSISTANT

Part-time | 16-24 hours/week (in person, flexible schedule)

Jones Architecture is seeking an organized, resourceful, and detail-oriented administrative professional to support our firm. This role provides executive support to the firm Principals, assists with office administration, and may also contribute to project coordination, and marketing and business development efforts. This is a dynamic role with the potential to evolve and grow with the right person.

### Responsibilities

- Provide executive support to firm Principals.
- Provide administrative support to Office Manager.
- Assist with office operations, including mail handling, correspondence, organization systems, office supply upkeep, and bank deposits.
- Support firmwide marketing and business development efforts.
- Assist with project setup, contract preparation and tracking, and workflow coordination.
- Support monthly invoicing processes and accounting processes as needed.
- Contribute to a positive and inclusive office culture.

### Qualifications

- Experience in administrative and executive assistance roles, preferably in a professional services environment.
- Proficiency in Microsoft Office, particularly Word and Excel.
- Experience with Adobe Creative Suite preferred.
- Strong problem-solving skills with the ability to anticipate and implement solutions.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Experience in a design-related or professional service field preferred.
- Interest in architecture, design, and small business operations.

### Who We Are

Jones Architecture is a design-oriented firm based in Portland, OR. We specialize in mixed-use urban infill, residential, historic rehabilitation, mass timber, office buildings, and hospitality projects.

Jones puts collaboration first and foremost. Our small, tight-knit team encourages thoughtful communication, and values the creative input and expertise of each member. Mentorship, education, and providing opportunities for growth are key to how we operate. We build upon our individual strengths and lift each other up when in need of support. We embrace a culture of collective responsibility, and we share in both successes and challenges.

Jones offers a competitive compensation package including paid time off, professional development stipends, 401(k) & profit-sharing opportunities, and generous healthcare options. We believe in a healthy work-life balance and offer flexibility to fit our ever-changing work environment. Jones Architecture is an equal opportunity employer.

Visit [www.jonesarc.com](http://www.jonesarc.com) to learn more about the firm and our work.

### To Apply

Please provide a resume and a cover letter that includes some specific information on why you believe you are a good fit for Jones Architecture. Please submit your materials to [careers@jonesarc.com](mailto:careers@jonesarc.com).