

OFFICE ADMIN

Location: Tempe, Arizona

Hours: Part Time, 9am – 3pm, Monday – Thursday

To Apply: Please send application to employment@ffkr.com

General Description: The Office Manager plays a key role in supporting the daily operations and facilities management of FFKR's Arizona office. This individual ensures the office runs smoothly by managing a variety of administrative, logistical, and facility-related tasks, while fostering a welcoming and organized work environment.

Education and Experience: No formal degree required, Previous administrative or office management experience is a plus.

DUTIES AND RESPONSIBILITIES:

- Greet and assist guests, ensuring a professional and friendly experience.
- Coordinate and support in-office meetings and events.
- Operate company vehicles for deliveries and pick-ups as needed. A valid driver's license and a clean Motor Vehicle Record (MVR) are required upon hire.
- Maintain inventory and restock office supplies and equipment.
- Manage and organize recycling and materials disposal processes.
- Answer incoming calls and distribute mail and packages.
- Provide support for document filing and contract management.
- Perform general office upkeep tasks, such as watering plants and organizing shared storage areas.

COMPETENCIES:

- Strong self-motivation and ability to work independently.
- Effective decision-making and problem-solving skills.
- Basic verbal and written communication abilities.
- Receptive to feedback with the ability to adapt and improve.
- Team-oriented with a collaborative approach to tasks.

SKILLS AND SOFTWARE:

- Experience with Ajera or similar project management/accounting software.
- Familiarity with general facilities, equipment and maintenance.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.)

All persons hired must be legally authorized to work in the United States at the time of employment. FFKR Architects is an at-will employer. That means that either you or FFKR are free to end the employment relationship at any time, with or without notice or cause. Nothing in this document or FFKR policies or procedures, either now or in the future, are intended to change the at will nature of our relationship.