

## OFFICE ADMINISTRATOR

Location: Salt Lake City, UT

Position Type: Part Time or Full Time

### Overview

We are seeking a highly organized and detail-oriented Office Administrator to provide administrative support and assist with meeting documentation. This role will primarily focus on attending meetings, taking thorough and accurate notes, and ensuring timely distribution of meeting minutes and follow-up actions. The ideal candidate is dependable, professional, and able to manage sensitive information with discretion.

### Key Responsibilities

- Attend internal and external meetings to take clear, comprehensive notes.
- Prepare and distribute meeting minutes, action items, and summaries in a timely manner.
- Maintain organized digital records of meeting documentation.
- Assist with scheduling meetings, managing calendars, and preparing meeting materials as needed.
- Support office operations including data entry, filing, and communication tracking.
- Coordinate with team members to ensure follow-up on tasks and deadlines identified in meetings.
- Handle general administrative duties and provide support to leadership or project teams as requested.

### Qualifications

- Proven experience in an administrative, clerical, or note-taking role.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel) and other productivity tools (e.g., Teams, Zoom, Google Workspace).
- Ability to multitask, prioritize, and meet deadlines.
- Discretion and professionalism when handling confidential information.

### Preferred Skills

- Experience in or knowledge of the Architecture field would be preferred.
- Experience taking minutes in professional or executive-level meetings.
- Background in architecture, design, or professional services (a plus, but not required).
- Strong organizational and time management abilities.

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