



MHTN
ARCHITECTS

Position: Administrative Assistant

Part-time position that requires afternoon work schedule M-F, between the hours of noon and 5:00 p.m. A one hour lunch break may be taken depending on the employees schedule and is to be coordinated with other administrative needs. The part time position is based on 20-25 hour work week. Punctuality is very important. Changes in the employees work schedule due to other commitments, i.e. school, needs to be coordinated with the COO.

Duties and Responsibilities:

- Coordinate with administrative staff, Receptionist and contracts administrator and assist with responsibilities as needed.
- Coordinate and check in with the marketing director daily and assist with printing and deliveries as needed.
- Complete daily tasks on the MHTN office daily checklist and submit daily.
- Assist with 3D printing as needed
- Provide back up support to the Receptionist position and cover the front desk responsibilities as needed.
- Coordinate with the administrative staff position and be responsible for the following: ordering break room supplies, coordinate ordering office supplies, scheduling office maintenance as required, coordinating with off-site archives, scheduling and coordinating fleet vehicle maintenance, and other duties as directed from the administrative staff or financial controller.
- Set up and arrange break room for staff meetings, trainings and other events as scheduled.
- Willing to be flexible with work hours as needed.
- Reports to COO
- Daily office closeout
- Participate in project opportunities as appropriate
- Daily tasks around the office