

Zervas Architects has been Northwest Washington's Design Leader since 1961, and is looking for an Office and Marketing Manager to join their team. As design leaders in a rapidly growing region, Zervas advocates urban concentration where infrastructure exists, planning that preserves our natural resources and design that adds to the community experience as the best way to achieve responsible and inspiring growth. The Office and Marketing Manager position is on site in Bellingham and will be responsible for efficient and consistent operation of the office while performing various marketing duties. The Office and Marketing Manager position will be paid \$24.04-\$31.25 an hour (\$50,000-\$65,000 yearly) depending on experience.

Preferred Qualifications:

- Excellent oral and written communication skills
- Demonstrated history of strong organizational and project management abilities
- Professional disposition
- Ability to work independently as well as collaboratively
- Strong sense of visual and graphic design aesthetics
- Minimum 3+ years of office management experience or similar work experience in an office environment
- Ability to prioritize, multitask and fulfill job duties in a timely manner while facing multiple distractions and interruptions
- Knowledge of Microsoft Office
- Adobe Suite (InDesign & Photoshop) experience desired, proficiency a plus

General Office/Administrative Duties

- Answer phone calls and direct calls to appropriate parties or take messages
- Greet and attend to visitors
- Tidy and prepare the conference rooms and waiting area for meetings
- Order for and organize events, weekly breakfast, and general office merriment
- Process incoming mail & distribute accordingly; manage and facilitate outgoing shipments
- Manage and maintain software, programs and licensing used throughout the office
- Coordinate all IT issues between Zervas staff and outsourced IT firm
- Maintain supplies inventory
- Assist in coordinating staff schedules for various presentations; maintain staff PTO calendar
- Maintain/update weekly schedule; take notes accordingly at staff meetings
- Facilitate meetings with Partners to discuss management items as needed
- Maintain the Master Project List, updating monthly
- Address project administration needs such as coordinating large format printing, compiling materials, transcribing meeting notes and presentation preparation
- Manage facility issues as necessary, coordinating repairs with building owners
- Prepare AIA contract documents and job postings as needed
- Assist with uploading and tracking bid documents
- Search for potential projects to compile Statement of Qualifications for

- Maintain Notary Public license for the firm

Marketing Duties

- Develop and compile various kinds of materials for rosters and proposals
- Design advertisements for various publications
- Coordinate photo shoots of newly constructed projects
- Maintain/update the Zervas web page
- Maintain/update the Zervas social media pages
- Maintain/update project information used for marketing materials in an organized manner

Benefits

- 401K with company match
- Medical & Vision Insurance, with company contributions to HSA Account
- (80) Hours Paid Vacation
- (6) Paid Holidays
- (52) Hours Paid Sick Leave
- Continuing Education