



OFFICE MANAGER/EXECUTIVE ASSISTANT

SV Design is an award-winning architecture and interiors firm with a growing portfolio of residential work including custom homes, renovations, interiors, and furnishing services. For over three decades, SV Design has been transforming lives through exceptional design and earning a reputation for elevating the communities in which we work.

Job Summary:

We are looking for an organized individual experienced in office management with an understanding of an Executive Assistant's skillset to join SV Design's office in Chatham, MA. This position has diverse responsibilities across a variety of key areas such as administration, facilities, and employee experience. You will be the first point of contact for our clients and visitors to our Cape Cod office, while also being responsible for office duties and operations.

Qualifications:

- Minimum of five years experience as an office manager with proficiency in Microsoft Office
- Self-starter mentality with the ability to problem solve and anticipate staff and office needs
- Impeccable organizational skills and attention to detail
- Must have pleasant personality and professional discretion
- Excellent communication and interpersonal skills
- Ability to work a demanding schedule with flexibility to meet event and admin support needs, which may occasionally require availability before or after regular business hours

Responsibilities:

- Perform receptionist duties such as answering and directing phone calls, greeting visitors
- Manage staff and visitor access to the building and perform opening and closing procedures daily including light cleaning tasks and collection of recycling
- Ensure the office operates smoothly and efficiently; keeping office and workspace environment organized and fully supplied
- Oversee facilities and equipment; managing service contracts and maintenance or repairs as needed
- Provide administrative support such as scheduling meetings, maintaining staff calendars, and creating/editing proposals and reports
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Arrange monthly office meetings and lunches as well as office and company events
- Help positively shape office culture, checking in with staff frequently to ensure they are fully supported
- Support all recruitment, training, and induction of new staff
- Manage office budget and maintain monthly expense log
- Support Finance Manager through staff scheduling and project billing, PTO requests, Flextime reporting, and office expense tracking as needed
- Develop office policies and procedures, and ensure they are implemented
- Maintain an effective file organization system for administrative projects and office files that are accessible to the team if needed
- Resolve staff IT issues with managed service provider
- Run office errands as needed

To apply please send your cover letter and resume to: kathleen.oconnor@svdesign.com