

## JOB DESCRIPTION

TAS is seeking a to hire for an Administrative Support & Marketing role. The successful candidate is an energetic professional who enjoys wearing multiple hats, is experienced in handling a wide range of administrative duties and support-related tasks and works well independently with minimal supervision.

The successful candidate is well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people to ensure organizational effectiveness and efficiency. He/she will play a key role in strategic marketing of TAS via website, social media, print and digital advertising, creation of proposals and presentations (with support from management), and managing the TAS artist gallery.

## ADMINISTRATIVE JOB RESPONSIBILITIES

- Provide administrative support to Business Manager & Principal
- Point person for answering phones, greeting visitors, office maintenance, ordering supplies, maintaining equipment, sorting mail, and running office errands
- In-office client support (parking, greeting, seating, coffee/water)
- Manage employee timesheets and paid time off records & requests
- Prepare and send monthly client invoices
- Download & digitally file billing statements
- Manage shared office email mailboxes & admin calendar
- Partner with Business Manager to maintain office policies as necessary
- Manage communication with office vendors and service providers
- Maintain parking permits for staff
- Facilitate orientation and training of new staff
- Ensure filing systems are maintained and current
- Ensure security, integrity, and confidentiality of data
- Oversee adherence to office policies and procedures
- Maintain & promote a safe, secure, and pleasant work environment
- Planning and execution of company activities & events
- Special projects, as needed

## MARKETING JOB RESPONSIBILITIES

- Manage website and social media
- Create print & digital advertisements
- Develop print & digital proposals and presentations
- Maintain TAS artist gallery
- Develop & maintain TAS-branded products (physical & digital)
- Coordinate with professional photographer

## EXPERIENCE REQUIREMENTS

- 3+ years of experience in a similar role
- Proven office management, administrative, or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritize work

- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Computer skills and knowledge of office software packages
- Proficient in Microsoft Office suite (Outlook, Word, Excel, and PowerPoint)
- Proficient in Adobe Suite (Photoshop, Illustrator, and InDesign)
- Experience with website updates
- Experience with social media content creation
- Knowledge of human resources management practices and procedures
- Knowledge of accounting, data, and administrative management practices and procedures
- Ability to work effectively independently

TAS offers a competitive compensation and benefits package which includes paid time off; medical, vision and dental insurance; 401 (k) (including office match); discretionary profit sharing; and discretionary annual bonuses. Compensation DOE.

TAS is an award-winning, full-service, design-driven architectural studio located in a historic building in downtown Olympia. Our firm is committed to *Improving Lives by Design* through a sustained commitment to excellence in architectural and urban design. TAS has three market areas that we focus on: civic facilities, urban design, and housing. Project sizes range from \$1M - \$70M. We are actively involved in our community and fully committed to being a major positive influence on the redevelopment of Olympia and surrounding communities.

Our office headquarters is within two blocks of the waterfront boardwalk, surrounded by many restaurants and numerous cultural destinations. With a Walk Score of 77 in our downtown, and highly sought-after school districts, Olympia is a desirable community to live in and raise a family.

TAS is an Equal Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sexual orientation, gender, gender identity or expression, age, disability, or other applicable legally protected characteristics. Send or email resume and cover letter to:

Thomas Architecture Studios  
525 Columbia Street SW  
Olympia, WA 98501  
[www.tasolympia.com](http://www.tasolympia.com)  
[resumes@tasolympia.com](mailto:resumes@tasolympia.com)

