



*Enriching New Mexico communities with functional sustainable designs*

**Job Title:** Administrative Assistant III or IV

**Company Overview:** Founded in 1984, Studio Southwest Architects is a staple in New Mexico's sustainable building ecosystem and contributed to award-winning projects including educational facilities, historic restoration, and public and private LEED-certified buildings (check out our portfolio). Our team of ~35 members work collaboratively on projects from inception to completion, contributing to a sense of ownership and expertise in their respective domains. We actively promote cross-disciplinary exposure to various project types, fostering a diverse skill set and a holistic understanding of the architectural process.

**Day in the Life:** As an administrative assistant at Studio SW, you will be an active and valuable member of the team. You will be able to exercise autonomy and experience a trust that you will make the right decisions in your role as administrative assistant. Our office culture is one of support and collaboration; all staff are encouraged to contribute to the organizational conversation, be it project design or office administration. We understand the importance of work-life balance and offer a hybrid work schedule to help with that flexibility. Professional development is encouraged and supported.

**Responsibilities:**

- Schedule Meetings, Conference Rooms, Lunch and Learns
- Provide First Layer of Introduction at Lobby Entrance
- Excellent Word Processing, Spreadsheet, Database Experience
- Specification Editing
- Supply Purchasing
- Other Office Duties as Requested
- Quality Assurance and Control
- Rare Business Development/Community Presence

**Qualifications and Preferred Skills:**

- High school graduate; some college preferred
- At least 4 years' experience in a clerical field, preferably in the AEC industry
- Familiar with the Chicago Manual of Style
- Excellent written and verbal communication skills
- Microsoft Office, Adobe Acrobat, office equipment
- Organization, time management, and critical thinking skills
- Experience with coding preferred (e.g. HTML, Crystal Reports, etc.)

**Why Work for Studio Southwest Architects:**

- We offer a competitive salary and health/wellness and retirement benefits
- We foster a company culture where individuals feel valued, respected, and have unlimited growth potential
- Our company values focus on respect, sustainability, design excellence, growth mindset, and teamwork
- We offer a hybrid work environment
- We have an office dog!

**Send your resume to: [mail@studioswarch.com](mailto:mail@studioswarch.com)**

Studio SW is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome and encourage applications from individuals of all backgrounds and experiences, and we do not discriminate based on race, color, religion, sex, gender identity, national origin, age, disability, or any other legally protected status. We believe that a diverse and inclusive workforce is essential for innovation and the success of our organization.