

RECEPTIONIST / ADMINISTRATIVE ASSISTANT**Company Overview**

Shalom Baranes Associates (SBA) is a 165-person Washington, DC architectural firm located in Georgetown with an acclaimed reputation for its expertise in residential, commercial, institutional, and governmental design. Established in 1981 with a specific focus on the Washington, DC market, SBA has been at the forefront of development in the capital city. Learn more at www.sbaranes.com

Job Description: Receptionist / Administrative Assistant

As the first person to greet visitors to our office, the ideal candidate must be cheerful, presentable, and positive. The candidate must be able to multi-task as they answer phone calls, welcome clients and visitors to the office, and assist staff members. As a Receptionist / Administrative Assistant, the candidate will be expected to thoroughly complete all assigned tasks in a timely and accurate manner and deliver excellent service to clients and staff in all interactions.

Position Responsibilities

- Greeting and directing visitors to appropriate meetings within the office
- Efficiently and correctly directing a high volume of phone calls to appropriate staff members
- Coordinating the use of and schedules for conference rooms
- Processing of incoming and outgoing mail
- Delivering incoming mail to staff member mailboxes
- Coordinating courier deliveries
- Coordinating office maintenance needs with the building engineer
- Assisting with the setup of coffee and/or lunches for meetings
- Providing backup to other Administrative Assistants as needed
- Other duties as assigned

Required Qualifications

- Bachelor's degree and one year of relevant work experience or a minimum of five years of receptionist / administrative assistant experience is preferred
- Proficiency in Microsoft Outlook and Word; Microsoft Excel and PowerPoint skills are a plus
- Exceptional oral and written communication skills

Preferred candidates will demonstrate a collaborative approach, a willingness to take initiative beyond assigned duties, and the ability to self-motivate without high levels of direction or supervision.

Position Type / Expected Hours

The Receptionist / Administrative Assistant reports to the Managing Associate and does not supervise any employees. Telework is not available and office hours for this position are 8:30 am to 5:30 pm, Monday through Friday. The position may be full-time or part-time depending on the availability of selected candidate(s).

Apply Online

Passionate, innovative, versatile? We'd like to hear from you. SBA offers talented professionals the opportunity to work in a highly collaborative environment at a leading firm that excels in a broad range of complex urban projects. We're always looking for driven, detail-oriented people to join our team. Apply at: <http://www.sbaranes.com/careers/receptionist-administrative-assistant->