

Intersect Studio is looking for:

Organizer, communicator, connector.

A friendly, enthusiastic, well organized Office Administrator eager to be an integral part of the growth and success of an emerging design firm.

Who we are:

Intersect Studio is an Interior Design, Architecture, and Planning firm. We believe people's lifestyles improve when their places are specifically designed for human experience. Our passion is creating places people love through a fun and engaging design process.

Our Studio is a highly collaborative and supportive environment. We carefully protect and nurture our culture to breed encouragement and competence in order to exceed expectations on exciting and sometimes demanding architectural projects.

This position could be a fit if you:

- Have a friendly and positive disposition.
- Have a background in bookkeeping and can be trusted with fiduciary responsibilities.
- Are interested in a position that evolves from general administrative assistance into a Controller as our Studio grows and your responsibilities are elevated.
- Know how to make things happen and follow through by turning thoughts into action.
- Are detail oriented and well organized.
- Are flexible and enjoy "filling in the gaps" so your team can succeed.

What you can expect at Intersect:

You will be the face of Intersect when visitors stop by. However, your primary responsibilities will involve bookkeeping and secretarial tasks. We need someone who can handle a wide range of miscellaneous office functions so that our designers can stay focused on their craft. See the attached for specific tasks, which will evolve over time.

Part Time, about 16 to 24 hours per week.

Workstyle: flexible, based on your lifestyle (located in Downtown Kalamazoo)

Competitive wages.

A team to grow with!

Are you one of us?

email connect@intersect-studio.com with the subject "Office Administrator" and tell us why you rock: what you've learned, how you live for today & what you want for the future.

Let's intersect!

JOIN OUR TEAM! OFFICE ADMINISTRATOR

Office Administrator Task List:

- Organizing our financial records (We use QuickBooks for accounting and BigTime for time tracking and invoicing).
- Processing time sheets and submitting to our Payroll Vendor.
- Coordination with our Tax Preparer and Business Accounting vendor as questions arise.
- Entering and paying bills.
- Receiving and depositing payments.
- Creating invoices, processing them, and following up on aging dollars.
- Preparing financial reports for our biweekly Owner meetings.
- Reconciling bank and credit card statements.
- Purchasing supplies for the office.
- Answering the office phone, taking messages, and routing calls.
- Maintaining master project list and assist with closing out complete jobs.
- Maintaining our weekly intraoffice work schedule.
- Assist with travel arrangements.
- Assist with planning activities such as office parties, external events, cohort celebrations, etc.
- Assist with general marketing efforts such as Christmas card mailings, grand opening care packages, coordinating photo shoots of completed projects, etc.
- Assist with general human resources tasks such as tracking paid time off, coordinating with health insurance provider, scheduling periodic cohort reviews, adjusting health savings account contributions as requested by our staff, tracking licensure renewals, etc.
- Assist with assembling proposals for new work.
- And whatever else you can do to help our office run like a finely tuned, high performance, super efficient, design engine!