



Job title	<i>Office Manager</i>
Reports to	<i>Principal</i>
Level	<i>~</i>
Work Term	<i>Permanent</i>

About Us

Stuart Howard Architects is a mid-sized design oriented firm located in a building of its own design in Vancouver's South East False Creek district. The firm has stressed user participation, neighborhood involvement, and quality design throughout its 40-year history. Designs are undertaken in the office with a team approach, with input from all members of the firm and participation in the process by the client and user group. We are committed to developing high quality; cost-effective, innovative design solutions for our clients.

Over the years, the practice has been involved in many building types with a strong area of emphasis on residential buildings, Heritage restoration and extended care.

Job Description & Responsibilities

We are currently looking for an Office Manager for our office in Vancouver! The Office Manager's primary role is to provide accounting, administration support with a small amount of media management in running the day-to-day operations of the office.

We are looking for someone who is able to work autonomously while being the first point of contact for clients.

Office Management:

- Update company website as and when needed with new projects or company updates.
- Manage the company Instagram account by requesting onsite images from staff on a regular basis and posting
- Day to day office management, including assisting Architects in document preparation and coordinating project enquiries
- Administer and manage incoming and outgoing mail, including packages, courier services and other correspondence
- Maintain office organization and filing, including the set up and ongoing maintenance of architectural job files
- Ensure adequate supply of general office supplies, stationary and other office equipment
- Company group health plan administration
- General administrative support responsibilities as required
- Arrange Lunch and Learns for team to continue their Architectural industry education



Accounting:

The accounting functions include Accounts Payable, Accounts Receivable, Payroll and Banking.

- Prepare, review and email all approved monthly invoices to clients
- Process client and supplier payment by recording all cheque and credit card transactions into QuickBooks and Archi Office software
- Follow up on outstanding invoices from clients
- Process payroll on a bi-weekly basis. This includes reviewing all-time and entering in any changes or missing information.
- Enter employee information and create and maintain accurate employee files
- Input deposit information and do bank deposits
- Data entry of all Architectural drawing print outs into Archi Office for invoicing purposes

Required Qualifications

- Interest in the Architectural Industry favourable
- Administrative and accounting experience is an asset
- Minimum 3yrs experience in similar position
- Self-motivated worker who works effectively with minimal supervision
- Attention to detail and accuracy
- Ability to take ownership and be accountable for completing tasks on time
- Effective and courteous communication skills, both written and oral
- Knowledge of Wordpress and Photoshop is an asset
- Knowledge and experience working with QuickBooks, Archi Office Software (Built by Architects for Architects) and Papercut considered an asset
- Use of Mac computer and Mac Mail

Specifics

- This is a full time position starting mid March 2017
- Training will be provided onsite if required

Compensation and Benefits

Compensation will be dependent on applicant.

Contact	Neil Robertson, info@stuarthoward.com & Katy Brown, frontdesk@stuarthoward.com
Application end	March 24 th , 2017
<i>We thank all potential candidates for their interest; however only those selected for an interview will be contacted.</i>	