



**Job Description:** Office Manager

**Career Level:** Entry Level

**Reports To:** Principals

**Created:** March 2023

In 2016, Red Barn Architecture was founded to offer a signature blend of services: a unique mixture of architectural and technical know-how. Our current projects include custom green homes, largescale residential addition/renovations, multi-unit developments and small-scale commercial.

Red Barn believes in happy.

Happy clients start with a clear design process. The results are designs that reflect our clients' values and will positively impact their day-to-day life. We're not here to exercise our egos; we're here to understand each household's unique needs and lifestyle. That translates into thoughtful spaces that elevate life through improved functionality, more enjoyment, and beautiful details.

Happy staff starts with a work environment that respects you as a person and the contributions you make. It's creating space for everyone's opinions and helping to forge bonds between team members that extend out of the office and into the community. It's a shared commitment to working hard, solving problems, and celebrating our collective successes.

We are looking for long term partners to join us in building Red Barn. We run on a modified 4-day work week, and offer a benefits package that includes paid vacation, continuing education reimbursements, employee profit sharing plan and a work-sponsored retirement plan with employer match. This position is based in beautiful coastal Essex, Massachusetts. No remote inquiries, please. Exceptional design happens when everyone is in the same room.

#### Position Description

This 20-hour/week position requires a thorough understanding of Red Barn Architecture – its services and culture – as well as the North Shore communities we serve. The Office Manager works directly with the Principals to serve as the primary operations manager for all office-related processes and procedures. The ideal candidate is an outgoing person who is extremely organized, excels with customer service and interface and is self-motivated to schedule and complete tasks. Effectively organizes and completes multiple, simultaneous tasks, while serving internal and external clients. The Office Manager reports directly to the Principals.

#### **RESPONSIBILITIES & TASKS**

##### **OFFICE ADMINISTRATION**

- Reception tasks include answering office phone and greeting visitors.
- Coordinates Google meets and supports Principal in select meetings (takes notes, prompts on follow-up items, distributes minutes).
- Receives, distributes, and sends mail daily. Scans and forwards appropriate documents to Bookkeeper.
- Manages office supplies and equipment.
- Maintains kitchenette supplies, including snack cart, coffee supplies, other.
- Manages Janitorial Services and supplies.
- Maintains annual membership registrations and software licenses.
- Maintains filing systems of the firm's HR, administration, and management systems.
- Oversees Coordination with the firm's IT consultant and with vendors.
- Coordinates Insurance Renewals and Paperwork.
- Coordinates 401K enrollment and reporting.
- Oversees the maintenance and promotion of the company's technical library and details library, including code books.
- Coordinates bookkeeping tasks with Studio Services Bookkeeping including submitting payroll, discretionary employee contributions to the company 401K plan, tracking invoices, and issuing checks.
- Manages payments for rent and building utilities.

#### **STUDIO MANAGEMENT**

- Under guidance of the Managing Principal, maintains Client Online Project Briefs.
- Maintains CRM and New Project Pipelines.
- Coordinates quarterly newsletters with Marketing Consultant as well as annual Holiday Card mailing.
- Onboards new employees and Maintains Personnel Files.
- Reviews all PTO requests and determines if they fit into schedule.
- Assists with updating Project Management Software including entry of updates and notes.
- Leads the implementation and use of time-keeping and project management software and is the primary point of contact for all questions regarding these tools.
- Reviews Project Schedules to make sure they are updated weekly.
- Leads the planning of office parties and team-building events.
- Creates and manages standardized forms and processes to facilitate efficient operations for the firm.
- Oversees organization of General Office folders on the network.

*The ideally qualified candidate possesses...*

- *an entrepreneurial spirit, self-motivation and a strong desire to learn.*
- *ability to organize, complete multiple tasks and meet deadlines.*
- *ability to function well in a high-paced and at times stressful environment.*
- *ability to quickly learn and utilize multiple technologies related to office management software.*
- *experience in Adobe Creative Suite, QuickBooks, Hubspot and project and time management software.*
- *unrestricted authorization to work in the United States.*

#### **PAY**

Pay range for this position is XX-XX/hour.

#### **BENEFITS**

401K

Profit sharing

Paid time off

Family leave

Disability benefits

Workers' compensation

Continuing education

Company equipment

After six months of full time employment, flex or hybrid schedules will be considered on a case by case basis

## **ABOUT US**

We met at an architecture firm and spent the next seven years renovating an antique house (and red barn). In 2016, we founded Red Barn to offer our distinct blend of services. Using our respective skills, we deliver a highly personal and customized Client Experience. To learn more, please visit [redbarnarchitecture.com](http://redbarnarchitecture.com).

## **EQUAL EMPLOYMENT OPPORTUNITY**

Red Barn is committed to equal employment opportunity. Employment decisions are based on merit and business needs, not on race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, veteran or active military status or any other factor protected by Massachusetts, Federal or Local laws. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. All matters relating to employment are based upon ability to perform the job, as well as dependability and reliability once hired.