



Office Manager and Executive Assistant

About us

Jahn is an architectural practice that is not bound by the conventions of a typical design firm. As our studio constantly evolves, we embrace multiple expertise, passions, and interests. We come to the studio from different places, and perspectives, equipped with multiple talents, abilities, and backgrounds. We are diverse people working together under the same roof – and shared values. We believe this spirit is best achieved through an active studio environment that fosters exposure and inclusion to all projects in our Chicago office.

OVERALL OBJECTIVE: Looking for an experienced (10 years +) administrative assistant to support fluid office operation by performing fundamental, but equally vital, tasks. Enhance the effectiveness and efficiency of office staff and leadership. Support office financial operations and strategic objectives by wearing many hats and handling a wide range of tasks that allow the Chief Financial Officer (CFO) and President to focus on their areas of expertise.

JOB COMPLEXITY/SCOPE: The ratio between executive assistant and office management tasks will vary but assume about 60/40 split between those two responsibilities. Both roles require independent problem solving, showing superior decision making, timeliness, and organization complimentary of the executive level. Navigating and managing assigned tasks between the two roles and prioritizing is critical to success in the role.

SUPERVISION AND REPORTING: Interacts with various executives within the organization on a daily basis taking direction on respective tasks. You will be reporting to the President but also taking direction from the CFO, and CEO.

What you'll own on the office management side:

- Liaison with vendors for office supplies and consumables and monitor inventory of these items.
- Manage periodical subscriptions and routing of these items throughout the office.
- Coordinate onboarding/exiting procedures for employees.
- Be the first friendly interaction for anyone visiting the Chicago office and managing all aspects of the office experience for visitors and staff.
- Coordinating office meetings, presentations, and social / culture gatherings.
- Shipping outgoing items, receiving, and distributing mail.
- Keep meeting rooms and café area orderly and stocked.

What you'll own as an executive assistant:

- Travel arrangement and itinerary planning for executive team.
- Arrangement for shipping and/or couriering of documents and project materials.
- Filing and organization of project related information.
- Maintaining current accounts of memberships to various organizations and periodicals



- Assisting CEO, President and CFO as directed with special projects mostly with regards to accounting and entity management

What you'll help with:

- Filing office documents and financial records.
- General accounting including journal entries and accounts receivable and payable processing in Quickbooks.
- Maintain fixed asset records
- Liaison with vendors maintaining office phones and equipment and scheduling repairs as necessary
- Coordinate with company IT consultant regarding technology and equipment issues and access.
- Assist with creation and execution of communications and collateral pieces, specifically brochures, proposals, invitations, posters, and event materials.
- General organization of the Chicago office space to make sure it is kept in a presentable manner.
- Assist with content updates to the company website.

About you:

- Must be a collaborative team partner, a good listener, and possess well-developed communication skills to effectively engage all levels of the Jahn team
- Must be highly skilled in Microsoft Office and have familiarity with Quickbooks software. Adobe Create Suite and CRM experience a plus but not required.
- Ability to manage several projects simultaneously and prioritize appropriately.
- A strong attention to detail is a must.
- Must demonstrate a strong work ethic and attitude of positivity.
- Must be professional, dependable, proactive, organized, self-motivated, and have strong time management skills
- Confusion tolerance: comfort with ambiguity and the ability to adapt, and change direction, flex as necessary, to accomplish the task as necessary.
- A valid driver's license with safe driving record and comfortable driving in city traffic for certain tasks as needed using a company car.
- Ability to lift 20-30lbs.
- Ability to speak and listen.
- U.S. work authorization required. No visa sponsorship available.

Successful candidate traits:

Flexibility and Adaptability

- Adjusts to new or changing assignments, processes, and people.
- Demonstrates willingness to listen to other opinions.
- Provides examples of shifting from task to task.
- Responds positively to critical review of work product.



Learning Oriented

- Shows readiness and ability to learn new concepts, processes, and tools.
- Uses mistakes, failures, and successes as data for future development and continual improvement.
- Makes use of publications, associations, and conferences in own professional specialty.

Oral Communications

- Utilizes techniques to verify that a verbal message was received as intended.
- Uses language appropriate to the audience.
- Listens without defensiveness or excessive self-reference.

Teamwork

- Actively participates in team meetings.
- Demonstrates open, friendly, accepting, and supportive behaviors with team members.
- Fulfills personal duties and responsibilities assigned by the team.

Problem Solving

- Identifies and documents specific problems and resolution alternatives.
- Helps to analyze risks and benefits of alternative approaches and obtain decisions on resolution.
- Facilitates reconciliation rather than divisiveness among individuals.

Written Communication

- Produces written materials relevant to own work and department.
- Uses organization's guidelines for writing reports, correspondence, documentation, etc.
- Welcomes and uses feedback/editing assistance.

FLSA STATUS: Exempt

Compensation for this role is based upon experience, qualifications and education and typically ranges from \$70,000 - \$90,000.

Interested applicants should submit their resume to: careers@jahn.studio