

ADMINISTRATIVE ASSISTANT – PART TIME
AUSTIN AND SAN ANTONIO

Rialto Studio is looking to grow our administrative team with two new positions to support our Office Manager and other senior staff. We are seeking capable and adaptable individuals who share the joy of teamwork and collective wisdom, and who are eager to grow and learn in this role. The successful candidates will perform a wide variety of administrative tasks and help develop new processes and approaches to support our leadership and design teams in both our Austin and San Antonio offices.

WHO WE ARE

Rialto Studio practices a broad definition of landscape architecture, designing projects of multiple types and scales. We embrace a multidisciplinary team approach to problem solving, and have built our success on thoroughness, attention to detail, and an abiding empathy for the character and sense of a place. That approach has yielded a long history of successfully constructed projects, projects that are among Central Texas's most important and enduring places. To learn more about us, visit our website at www.rialtostudio.com.

WHO WE ARE LOOKING FOR

We are looking for two part-time Administrative Assistants, one located in Austin and one located in San Antonio. The Administrative Assistant will support the Office Manager in a wide variety of tasks and initiatives and may also directly support Principals and other individuals on specific tasks.

The primary office responsibilities include:

- Manage the front desk/reception operations, acting as the first point of contact for guests, employees, candidates, and vendors
- Provide visitors with information and direct them accordingly
- Answer telephone calls and emails from customers and clients and direct them to relevant staff
- Process, sort, and route incoming and outgoing mail promptly
- Manage office calendar for events, meetings and conference room use
- Make travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations if requested
- Ensure office, lobby, meeting rooms and other areas are tidy, properly stocked and prepared for clients, guests and staff

Rialto Studio, Inc.
Landscape Architecture

San Antonio
Austin

The following office manager support responsibilities include:

- Assist with invoicing
- Assist with collection of accounts receivable, making calls, following up, etc.
- Assist with preparation of other financial documents and reports for internal use
- Perform administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research

- Create, update and manage internal documents – templates, spreadsheets, etc.
- Order and maintain supplies as directed by Office Manager or Principals
- Manage and maintain office facilities (coordinate equipment maintenance and repairs)
- Assist with developing staff by providing information and researching and planning educational and experiential growth opportunities
- Word processing as requested (letters, memos, transmittals, labels, meeting minutes, etc.)
- Carry out administrative duties such as filing, copying, binding, scanning etc.
- Maintain filing system, contact database, and employee list

We are seeking the following qualifications:

- Proficient in Microsoft Office Suite (Outlook, Excel, Word)
- Experience with basic financial bookkeeping software
- Professional demeanor in person and on phone calls
- Adept at problem-solving
- Self-motivated, well organized, able to work with little supervision
- Excellent written and verbal communication ability
- Ability to prioritize multiple tasks in a fast-paced deadline driven environment
- Ability to handle confidential information with tact
- Strong interpersonal skills to interact positively with all employees
- Flexibility and/or willingness to perform many essential tasks of the firm
- Reliability to perform required tasks on time and accurately
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Strong time-management skills and reliability to perform required tasks on time

BENEFITS

- Health insurance fully paid by employer with access to Health Savings Account
- Elective supplemental Vision & Dental Plans are available for employees to purchase
- Disability and Life Insurance fully paid by employer
- 401K Plan (3% of annual salary contribution by employer, no match required)
- Paid annual leave based on position (minimum 12 days) + 7 paid holidays
- Additional paid time off is offered between Christmas and New Years Day
- Reimbursement and time off for continuing education opportunities
- Partial reimbursement for professional dues based on position
- Annual bonuses based on firm profitability and available funds
- Fun, collaborative environment with lots of growth opportunity

Rialto Studio is an equal opportunity employer and offers a full array of employee benefits, including competitive pay; paid holidays; annual leave; health insurance; and 401k retirement program. Salary will be commensurate with experience.

Send letter of interest, resume, and references to: robin@rialtostudio.com