



Ground Studio is an award-winning landscape architecture studio with offices in Monterey and St. Helena, CA. Our work celebrates the uniqueness and diversity of each client and place, maintaining a consistent focus on design excellence, thorough project management, and superior service. Our process is rooted in collaboration, and team members are involved throughout the project duration, from design conception to details, demanding dedicated engagement in the entire process. Visit <http://groundstudio.com> for an overview of our work.

POSITION OVERVIEW:

We are seeking candidates for the position of Administrative Assistant to join our Central Coast office in beautiful Monterey. We are looking for an ambitious, hard worker who can multi-task and be detail-oriented, while maintaining a high level of efficiency and professionalism.

PRIMARY RESPONSIBILITIES:

- Assisting Office Manager with the department's needs
- Receptionist duties, greeting clients
- Filing, copying, mailing, ordering office supplies, e-mailing, keeping calendar, scheduling according to needs of department and Office Manager
- Maintain working condition of all office computers and printers with the support of an off-site IT specialist.
- Creating and or modifying documents in Microsoft Excel and Word
- QuickBooks data entry, monthly credit card and bank reconciliation

QUALIFICATIONS REQUIRED:

- Above average skills in communications, attitude, professionalism, work ethic and a strong customer service orientation with a winning mentality
- Advanced knowledge of the Mac OS platform
- Advanced knowledge of Microsoft programs such as Excel, PowerPoint, Word, and Outlook
- Highly detail oriented, able to work diligently and independently
- Professional and friendly demeanor when handling sensitive business calls

- Ability to deliver excellent customer care, externally and internally, in a professional manner
- Effective team player that completes individual tasks on time, closes communication loops and asks clarifying questions to assure mutual understanding
- Excellent in-person, phone, email and written communication skills for team members and clients

This is a full time position with a competitive salary commensurate with experience. We offer a comprehensive benefit package including paid vacation, insurance; medical, dental, vision, and term life, plus participation in a retirement (401k) plan and bonus program.

TO APPLY: Please email resume and cover letter to michelle@groundstudio.com. Include "Administrative Assistant" in the subject line. No phone calls please.