



## SCAPE

Job Title: Office Administrator and Receptionist

Date: April 16, 2018

SCAPE is looking for a reliable and competent Office Administrator and Front Desk Receptionist. This individual will undertake administrative tasks, and help the office operations and systems run smoothly. The ideal candidate will be a self-starter and will be able to prioritize and work with weekly supervision. Outstanding communication and interpersonal abilities, along with mastery of Microsoft Office (Excel, Word) and basic office management procedures are required. Successful candidates will be positive, have a flexible mindset, be self-motivated and trustworthy and dedicated to the mission of SCAPE. We seek an individual with proven experience and aptitude as an office administrator, office assistant, or relevant role who loves to be organized, and who has a logical and systematic approach to challenges.

### Duties:

- Coordinate office activities and operations to secure efficiency and compliance to SCAPE policies;
- Answer & manage phone calls and welcome clients to the office;
- Handle correspondence, sort mail, manage FedEx and messengers as needed;
- Keep stock of office supplies and be pro-active in ordering when necessary;
- Coordinate equipment maintenance, such as for photocopier;
- Prep for recycling collection (Mon/Thu) and Trash (daily);
- Assist with keeping kitchen and storage areas tidy, breaking down Boxes & plan for office desk neatening 1x per month;
- Help with archiving older materials & storeroom maintenance, including maintaining list of archived materials in off-site storage unit;
- Assist with basic operational tasks as needed and perform misc. errands, e.g.: ordering lunch for lunch meetings, party planning, drawing set deliveries, materials sample deliveries, etc.;
- Handle travel bookings and logistics for business travel of SCAPE employees, including flights, rental cars, hotel, and other transportation;
- Assist with expense report submission on a monthly basis;
- Assist with marketing and media requests on an as-needed basis;
- Maintain and update records and databases with personnel and other data;
- Maintain a log of office registrations, and notify of updates as needed;
- Assist with managing Executive Calendar.

Please send your cover letter and resume to [jobs@scapestudio.com](mailto:jobs@scapestudio.com) with the Subject Line: Office Administrator.