

STUDIO ASSISTANT / FRONT DESK RECEPTIONIST

SCAPE is a leading landscape architecture and urban design studio based in New York City. Our work integrates natural cycles and systems into environments across all scales, from the urban pocket-park to the regional ecological plan through built landscapes, planning frameworks, research, books, and installations – with the ultimate goal of connecting people to their immediate environment and creating dynamic and adaptive landscapes of the future.

Our studio is looking for a reliable and organized Studio Assistant. 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 Outlook) and Adobe InDesign and basic office management procedures are required. Successful candidates will have a flexible mindset and be positive, self-motivated, trustworthy and dedicated to the mission of SCAPE.

This is a nice position for an organized person with a bachelor's degree looking to explore a potential future master's degree in the design disciplines. We are open to hiring people graduating with a Bachelors in 2019.

Duties:

- Coordinate office activities and operations to secure efficiency and compliance to SCAPE policies;
- Answer & manage phone calls and welcome clients to the office;
- Manage correspondence, sort and send mail and packages, manage FedEx and messengers as needed;
- Keep track 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, conference rooms, and storage areas tidy, and breaking down boxes;
- Help with archiving older materials and storeroom maintenance, including maintaining list of archived materials in off-site storage unit;

- Assist with basic operational tasks and errands as needed. e.g.: ordering lunch for meetings, planning parties and handling drawing set and 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 as needed;
- 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 Calendars

Please email all materials to jobs@scapestudio.com. Be sure to include "Studio Assistant" in the email subject line.