



## OFFICE MANAGER, EXECUTIVE ASSISTANT AND SCHEDULING COORDINATOR - AUSTIN STUDIO

Lake|Flato is seeking a dynamic Austin Office Manager, Executive Assistant, and Studio Scheduling Coordinator that has at least 5 years' experience in an administrative support position. This is a multi-part role consisting of responsibilities to Partner David Lake, the Chief of Operations, the Urban, Interior Studios, and Urban Design/Planning Studios, the Austin Office and general project administration. The ideal candidate will embody Lake|Flato's ethos and help us continue to craft our celebrated national architecture practice.

### Studio Responsibilities:

- Monitor project pursuits and proactively identify projects that require marketing support and tracking
- Manage and maintain schedule for key studio member(s)
- Manage and maintain office schedule and calendar
- Reconcile and prioritize conflicting schedule requests with studio leadership
- Monitor email and mail, use professional judgment and discretion and take action on items requiring follow up
- Compile and submit expense reports
- Coordinate subscriptions and professional memberships
- Maintain contacts, coordinate with CRM/Marketing
- Arrange domestic and international travel for studio teams, including flights, hotel, and ground transport
- Coordinate weekly and monthly studio meetings: organize and schedule, maintain agendas and minutes, distribute information when needed
- Deliver updates to project, planning, and pursuit data to Vision stakeholders relative to projects in the studio(s)
- Coordinate studio speaking engagements, lectures and juries
- Coordinate studio contributions, sponsorships, conferences
- Coordinate with Marketing, Accounting and Recruiting Team on matters related to firm events and Studio-specific hiring
- Plan and organize firm events, including venue, set ups, catering, tables, A/V, entertainment, transportation.

### Executive Assistant Responsibilities:

- Manage and maintain schedule and calendar for David Lake
- Prepare draft correspondence
- Arrange detailed travel plans including project team members when needed
- Monitor continuing education credits, signing up partner for CE courses
- Provide support for partner's personal matters such as family travel (airlines, hotels, itineraries), scheduling personal appointments, ensuring payment of personal bills

### Scheduling Coordinator Responsibilities:

- Provide support to Chief of Operations (COO)
- Monitor project watchlist and keep weekly updates
- Meet weekly to review project profit vs. scheduling
- Provide support for partner's personal matters such as family travel (airlines, hotels, itineraries), scheduling personal appointments, ensuring payment of personal bills
- Distribute PM and Studio staffing reports to each PM for their review
- Coordinate with Project Accounting with questions on fees, on determining if certain projects should be marked Dormant or Inactive to be removed from Projected Profit Reports
- Schedule and attend meetings with COO, PMs to review/discuss projects
- Attend monthly Office-Wide Scheduling Meetings to ensure accurate project planning reflected in Vision

- Responsible for reviewing and updating project schedules for Urban, Interiors, and Urban Design/Planning Studios.
- Maintaining project data for the Urban, Interiors Studio, and Urban Design/Planning Studios, (entails keeping/ converting Leads, Opportunities and Projects in Vision, updating Cost Comparison financials using Tableau, attending monthly studio meetings and updating projects from discussions coming out of meeting)

#### **Office Manager/ Facility Responsibilities:**

- Oversee routine janitorial, preventative maintenance, repair and improvement, projects and other facility related services as needed. Includes managing contacts with Austin landlord, Austin building manager, janitorial service, and alarm/security service.
- Maintain supplies, order and receive inventory, office supplies, food and beverage.
- Establish and maintain processes for organization and cleanliness of entire office including conference rooms, kitchens, supply rooms and materials library.
- Establish and maintain processes for catering for office meetings and events
- Establish, maintain and communicate conference room standards
- Coordinate preventative office maintenance as appropriate.
- Field maintenance requests from staff and identify and coordinate with vendors and suppliers as needed.
- Assist in the planning for future building space and needs of the organization
- Assist in emergency preparedness plans
- Respond appropriately to emergencies or urgent issues as they arise
- Maintain office in accordance with relevant regulations and safety codes.
- Coordinate with IT to order, service, replace and distribute tech for office and employees

#### **Qualifications:**

- Excellent communication and organizational skills, as well as the ability to think strategically
- Conscientious command of time management with the ability to prioritize multiple deadlines
- Proficient in Microsoft Office including Word, Excel, PowerPoint and Adobe Acrobat
- At least 5 years' experience in an Administrative support position
- Ability to cultivate a one-on-one relationship and serve as the primary contact for internal and external matters for one of our Lake|Flato partners, David Lake
- Multitasking skills maintaining multiple project info and employee scheduling
- Act as the face of Lake|Flato, upholding high standard through the phone and in their interaction with guests and employees

#### **Application:**

Please send a digital copy of the required information below by e-mail to **employment@lakeflato.com**.

- Format email with subject line 'Austin Office Manager'
- Resume & Cover Letter

Please visit our website at **www.lakeflato.com** for more information on our firm, our culture and our people. Upon receipt, we will review and contact you should your qualifications meet our staffing needs.

#### **Additional Information:**

*Salary – commensurate with experience and competitive in the marketplace.*

*Bonus – Up to 10% of salary.*

*401K 'Safe Harbor' – Up to 3% of salary.*

*Benefits – personal days off, holidays, individual medical, dental and vision insurance, short and long term disability, flexible spending accounts, parking.*

**No phone calls, please.**

