



## **Administrative Assistant**

LWC Incorporated is seeking an experienced **part-time Administrative Assistant** in our Dayton, Ohio office.

The position handles all aspects of receptionist and general office support, including, but not limited to equipment support, supply ordering, conference setup, and multi-tasking with minimal supervision. In addition, project support including, but not limited to document preparation, printing, shipping, and travel assistance is required.

The position handles all aspects of receptionist and general office support, including, but not limited to general administrative duties as requested or assigned, office equipment support, supply ordering, conference setup, and multi-tasking with minimal supervision. In addition, this position will provide project support, including, but not limited to document preparation, printing, shipping, and travel assistance.

### **Responsibilities:**

- Answer incoming calls
- Greets visitors to the organization and assists them with sign-in process
- Manage all front desk/reception functions
- Order all company supplies and manage inventory levels
- Tracks employee schedules
- Replies to general information requests with accurate information
- Coordinate meetings and training events to include conference room reservations, and necessary equipment set-up and food/beverage accommodations both in-house and off site
- Prepare AIA contracts, RFPs and various documents
- Coordinate archiving of materials for the office
- Assist Human Resources with various job functions
- All other duties as assigned

### **Requirements:**

- Minimum of two years' experience with business associates degree, or four years' experience
- Prior experience working for an Architectural or Interior Design firm a plus
- Must have exceptional attention-to-detail, multi-tasking, time management, organization, and customer service skills
- Must have advanced skills set with: Microsoft Word, Excel, Outlook, PowerPoint, and Adobe
- Must possess applied experience with AIA Contract Documents and Avitru MasterSpec, experience with Deltek or Clearview InFocus is a plus
- Strong written and verbal communication skills
- Ability to work in a collaborative, team-oriented environment

LWC offers exciting work, competitive compensation, and a business casual environment.

LWC Incorporated is an Equal Opportunity/Affirmative Action Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran's status or other characteristics protected by law. *We maintain a drug-free workplace.*

**Candidates who meet the minimum qualifications should provide resume, references, along with salary requirements to Human Resources at [akemp@lwcinspires.com](mailto:akemp@lwcinspires.com)**