

# Office Assistant

## Mackey Mitchell Architects, P.C.

As the "face" of Mackey Mitchell, the Office Assistant is one of the most important positions in the firm. We are looking for an ambassador who will represent the firm to clients and visitors in the most professional way. Multi-tasking is an essential skill, as our Office Assistant. Careful attention to detail, flexibility, and excellent communication skills are a must. The position is available for any of our St. Louis, MO office.

We are looking for candidates who:

- Are highly detail oriented and have strong organizational skills.
- Excellent writing and editing skills.
- Flexibility and adaptability are key to this position.
- Are motivated team players and collaborators.
- Exhibit exceptional standards for quality and strong attention to detail.

### Tasks

- General Office Assistant
- Clerical: Typing, formatting, and transmitting meeting notes, letters, and transmittals.
- Assist project teams in organization of project documentation.
- Assist in completing Contracts.
- Ordering and stocking supplies for the office.
- Assist and delivery of mail and packages.
- Assist Accounting in various tasks.
- Organize, maintain, and keep all State licensure for Corporate and Individuals updated.
- Assist in social gatherings for the office (in-house and out of office events).

### Education and Professional Experience:

- At a minimum, a High-School diploma. Prefer candidates with Associate's degree or above.
- Proficient Microsoft Word, Excel, and Office 365.
- United States Work Authorization required.

At Mackey Mitchell, we embody our guiding values of **collaboration, curiosity, mutual trust, and life-long learning**. We offer a comprehensive benefits package intended to ensure the well-being of our employees and their families, including:

- Insurance (health, life, long & short-term disability, long-term care, dental, and vision)
- Paid Parental Leave and Adoption Assistance benefits
- Wellness reimbursements, discounted gym memberships
- Paid holidays, paid time off, and paid volunteer time
- Mentorship and coaching with engaging goals and performance review process
- Flexible and hybrid work schedules
- Employee Assistance Program, and more



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Mackey Mitchell Architects is a nationally recognized architectural corporation with a small-firm culture and big-firm capabilities. You will find opportunities to join us on our mission to deliver unparalleled service and design experience to our clients. We are committed to supporting career development and promoting life-long learning for all. Our firm is a member of the USGBC, and we strive to bring sustainable design principles into all our projects. Architectural Record has recognized Mackey Mitchell as one of “America’s Best Managed Firms.”

Mackey Mitchell Architects is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, genetic testing results, or military service.

Please send resume and work portfolio or link to portfolio to [kimberly\\_h@mackeymitchell.com](mailto:kimberly_h@mackeymitchell.com)