

# Office Manager

## Mackey Mitchell Architects, P.C.

As our representative of positive first impressions, this person is responsible for conveying a welcoming, helpful, and professional demeanor for all our visitors. In addition, this person will assist in the overall organization of our office, ensuring things run smoothly and employees have what they need to do their jobs well. This position is for our St. Louis, MO office.

Ideal Office Manager candidates are:

- Highly organized, detail-oriented, and hard-working.
- Flexible and adaptable.
- Excellent communicators.
- Motivated team players.
- Able to work in the office 80% of the work week minimum.

The Office Manager will work closely with the current Project Administrative Assistant to coordinate completion of office duties (i.e., providing back-up and mutual support as needed), and will primarily be responsible for the following tasks:

- Maintaining a clean and orderly office environment.
- Answering phones, welcoming, and assisting visitors.
- Receiving, delivery, and mailing packages.
- Serving as primary liaison between our travel agent and employees (receipts, issues, claims).
- Communicating issues to our property manager (repairs / maintenance requests, tenant common area cleanliness, parking, elevators).
- Updating magazine subscriptions and maintaining book library.
- Checking, ordering, and re-stocking office supply inventories.
- Organizing, maintaining, and processing renewals of State professional licenses (corporate certificates of authority and individual firm shareholders).
- Assisting with various accounting tasks (managing and reconciling expense receipts, data entry, etc.).
- Assisting with the planning and execution of firm gatherings and social events (in and out of office).

Education and Professional Experience:

- High school diploma required. Associate's degree or above preferred.
- Proficient in Microsoft Word, Excel, and Office 365.
- United States Work Authorization required.

Benefits and Culture:

At Mackey Mitchell, we embody our guiding values of **collaboration, responsiveness, curiosity, mutual trust, and life-long learning**. We are committed to supporting career development and promoting life-long learning for all. MMA offers 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 (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 a big-firm capabilities. Our firm is committed to environmental sustainability in all we do. Architectural Record magazine recognized Mackey Mitchell as one of “America’s Best Managed Firms.” Join us in our mission to deliver unparalleled service and design expertise to our clients.

We are 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 to [kimberly\\_h@mackeymitchell.com](mailto:kimberly_h@mackeymitchell.com).