



March 7, 2019

Re: Studio Assistant Job Description

TVA Architects is seeking a thoughtful and dedicated team member with strong communication and organizational skills.

TVA is a single-studio firm located in Portland, Oregon with a dedicated and long-serving staff capable of producing great architecture of any scale, complexity, program, or budget. We work for both public and private clients across a wide variety of market sectors including corporate office, multi-family, higher education, healthcare, laboratory, athletics, adaptive re-use, interiors and single family residential. Our relationship with our clients is the foundation of our business, and we take great pride in the success we have achieved together. Since the founding of our firm in 1984, we have been fueled by a passion for exceptional design. Each commission is a welcome opportunity to deliver the highest professional service while expressing the unique vision and creative talents of our firm.

TVA Architects is an equal opportunity employer. This position is full-time, non-exempt with hours from 8am to 5pm, Monday-Friday. TVA offers competitive salary commensurate with experience and a generous benefit package. Benefits include 120 hours of Personal Time Off (combined sick and vacation time), seven paid holidays, health insurance including dental and vision benefits, cafeteria plan, transportation plan, employer sponsored long-term disability, employee paid short-term disability and 401K plan.

Qualifications:

- Proficiency in MS Office – Required
- Proficiency in BlueBeam Studio – Desired
- Proficiency in Adobe InDesign Studio – Desired
- Proficiency in Adobe Illustrator + Photoshop – Nice to Have
- Strong communication and organizational skills
- Ability to work both independently and collaboratively
- Reliability and commitment to the firm
- Adaptability and desire for lifelong learning
- Experience working in an architectural firm or industry-related experience is a plus.

tva architects, inc.

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Responsibilities of the Position:

The primary responsibility of this position is to act as the face and voice of TVA Architects, representing our brand, values and culture in all interactions. The Studio Assistant is the first person our clients and vendors interact with and we expect this person to be gracious, friendly, helpful and accommodating. We see the Studio Assistant as a vital member of our team.

Visitors and Phone:

Greet visitors and answer the main office phone line, acting as an ambassador for the firm until that person is handed off, either in person or electronically, to the person with whom they are intended to connect.

Meeting Coordination + Support:

Prepare shared conference rooms for meetings. Setup coffee, tea and water if requested. Coordinate and order lunches if requested. Tidy room after meeting ends.

Office Support:

Maintain and order office supplies and stock paper at the satellite printing hub. Coordinate deliveries. Manage incoming and outgoing mail. Monitor general TVA email accounts and distribute relevant messages. Coordinate travel arrangements. Coordinate maintenance and cleaning needs outside of the routine with building management. Coordinate food for client meetings and internal office social events. Update website. Maintain project photography image archive.

Project Support:

Be available to assist staff with project-related tasks. The initiative to solicit work from project teams when other workload is slow is desired. Scan documents as requested. Work with Principals and Project Managers to prepare AIA Contract documents using proprietary software.

Accounting + Human Resources:

Compile VISA receipts, scan and prepare for entry into accounting program. Track and keep current Principal architectural licenses to include tracking of education credits and requirements for each state. Additional assignments as needed.

Continuing Education:

Poll staff regarding interest in product presentations and continuing education opportunities. Schedule lunch and learn events. Work with presenter on the day of to setup and take down presentation materials.

Kitchen:

Maintain supply of coffee and creamer and make coffee when necessary. Run and empty dishwasher. Clean, tidy, police kitchen throughout the day. Purge refrigerator on a weekly basis.