



**Position:** Receptionist / Administrative Assistant

**Company:** RBB Architects, Inc.

**Reports to:** RBB Partners

**Terms:** We are offering a full time position, working from 8:30 AM to 5:30 PM, Monday through Friday; salary commensurate with experience.

**Specific**

- Responsibilities:**
- Responsible for answering multiple phone lines, screening calls, handling inquires, paging, transferring phone calls, updating phone and office lists, and conference room scheduling.
  - Receive deliveries from multiple sources, logging them and confirming receipt by appropriate individual.
  - Make reservations for lunch meetings and order food for office meetings
  - Prepare and process paperwork and support clerical duties
  - Other duties may include mail, shipping, copying, report collating, binding and filing.

- Requirements:**
- High School Diploma or equivalent
  - 2 + years' general office or receptionist experience
  - Excellent phone answering skills and friendly customer service skills
  - Professional demeanor with co-workers, visitors, clients and vendors
  - Proficient in Microsoft Word and Excel
  - Excellent verbal, written and interpersonal communications skills
  - Self-starter with excellent organizational skills and attention to detail
  - Demonstrated ability to work in team situations
  - Ability to handle confidential and sensitive information
  - Previous experience working at an engineering, construction or architectural firm a plus, but not required

**RBB Profile**

Established in 1952, RBB ARCHITECTS INC has been a leader in the programming, planning and design of institutional facilities for over 65 years. RBB designs an average of over \$200 million in construction annually. The firm has successfully completed over 5,000 projects in healthcare, education, research, and various public facilities.

**Office Location:**

Los Angeles, CA

**Contact:**

[sbotero@rbbinc.com](mailto:sbotero@rbbinc.com)