



Position: Receptionist / Administrative Assistant

Company: RBB Architects, Inc.

Reports to: RBB Partners

Overall

Responsibilities: We are offering a full time position, working from 8:30 AM to 5:30 PM, Monday through Friday.

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 to appropriate individual.
 - Make reservations for lunch meetings, order food for office meetings, setup and break down for meetings
 - Prepare and process paperwork and support clerical duties
 - Other duties to 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
- 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
- Proficient in Microsoft Word and Excel
- 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:

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