

June 1, 2021

RE:
kdA Office Manager
Full-time
Located on-site

Kevin Daly Architects, a Los Angeles-based architectural practice with an award-winning portfolio in environmentally and socially responsive design is seeking a qualified individual to serve as on-site office manager supporting the Principal and staff with daily operations.

The successful candidate will be a proactive, agile, and self-directed individual who can ensure the office runs seamlessly from day-to-day. The Office Manager reports to the Principal and works closely with the CFO, while also being accessible and supportive to all employees.

Primary responsibilities include:

- Manage daily business operations: answer phones and general email; purchase supplies, materials, and snacks, monitor budgets; annual insurance renewals; organize building maintenance as required; book travel; schedule meetings for principal, staff, and project teams; assist with contracts.
- Manage HR related tasks: hiring, onboarding, and termination procedures and administration; annual benefits renewals and employee enrollments; ensure compliance; annual performance reviews; organize staff appreciation events.
- Coordinate marketing efforts: RFP/RFQ opportunities; awards submissions; project texts and archive, press outreach; website and social media; project photography.

Qualifications

- Bachelor's degree with a minimum of 2 years full-time experience in a similar role. Experience in architecture practice or a related field is preferred.
- Excellent organizational and time-management skills. Capable of
- Strong command of English is required, familiarity with contract language is a plus.
- Proficient with Microsoft Word, Excel, PowerPoint, Adobe InDesign.

kdA is an equal opportunity employer offering competitive salary and benefits including health, dental, vision, and 401k.

To apply: Please submit your resume and a brief cover letter in PDF form to resumes@kevindalyarchitects.com with the subject "kdA Office Manager"