

Team Coordinator

Bespoke Careers

Los Angeles, California

Salary \$40,000 - \$45,000 pa (based on experience)

Do you want to work in a fun, creative environment supporting architects and designers? We are architecture and design's leading recruitment agency with offices in Los Angeles, New York, Dallas, London, Sydney and Melbourne. Helping connect job seekers with employers, this is a fun, fast paced working environment with a great work/life balance. The role will suit someone who is organized, systematic and has a great eye for design helping support the sales team, learning the ins and outs of the profession.

Key responsibilities:

- Screening and registering candidates
- Resourcing across Bespoke's internal database and other platforms
- Database management
- Screening phone calls
- Leading daily team review meetings
- Assisting the Head of Operations with events and team outings
- General office admin

Skills and Experience:

- A degree in architecture or design, or related creative discipline is ideal
- Previous experience in an administrative or support role would be beneficial
- Proficiency in Microsoft Office
- Positive and proactive attitude
- Methodical and solutions oriented
- Strong communication skills - written and verbal
- Efficient time management skills and ability to prioritize

Benefits and Culture:

- Great new office in the Arts District
- Flexible working hours
- Up to 40 days PTO + an additional day for each year of service
- Health insurance, Dental, and 401K
- Commuter Benefits
- Long service rewards
- Quarterly bonus scheme
- Weekly team lunches
- Employment Assistance & Advisory Program
- Professional development and progression

Contact: alex.j@bespokecareers.com