

Office Manager

Workshop Architects is seeking an **Office Manager** to join our team in the Milwaukee office. The ideal candidate will be motivated and agile-minded – committed to continuously exploring new ways to think, make, and discover what makes spaces and places beloved.

WHO WE ARE:

- Workshop Architects is a nationally recognized architecture, strategic planning, interior design, and research firm headquartered in Milwaukee, WI.
 - Our practice specializes in local and national student life facilities ranging from \$25 - \$100 million in size as well as important mission driven clients in Workplace, Housing and Hospitality.
 - We are talented, enthusiastic professionals with diverse backgrounds and a simple goal – create experientially rich spaces – reflective of the communities they serve
 - Visit our design portfolio at www.workshoparchitects.com.
-

WHAT WE ARE ABOUT:

- Community – Everyone wants to belong. Our Human-Centered guiding principle in design and in our studio culture revolves around this most fundamental need.
 - Building – We are, after all, architects and designers that love to make things. Only for us, the success is not measured by the awards on the shelf, but the smiles in the spaces we design.
-

WHAT YOU WILL DO:

- Oversee/manage front desk/reception operations.
- Oversee all office facilities functions.
- Develop / refresh processes and procedures; communicate these to and ensure staff understand the importance of a well-maintained office.
- Ensure cleanliness and organization of office.
- Coordinate set up for new hire workstations/work closely with IT and HR to ensure smooth onboarding.
- Hands on management of office moves. Work closely with IT for smooth transition.
- Serve as principal contact with building for maintenance issues, building access, safety and evacuation procedures.
- Manage, alongside HR and leadership, Covid-19 risk mitigation policies within the office space.
- Communicates information, announcements, and messages promptly to staff.

WHAT YOU WILL DO:

- Manage inventory of supplies including kitchen and sundries.
- Collaborate with right individuals to ensure best meeting experience for clients and guests.
- Meeting planning and setup for internal and external events such as staff meetings, guests, in-house small meetings requiring food and beverage setups.
- Oversee all office event planning both on and offsite.
- Work closely with Management in the procurement and management of meeting/event space, catering, and entertainment; create and manage event budgets.

EDUCATION AND EXPERIENCE:

- Excellent judgment, problem-solving, communication and interpersonal skills including ability to work with individuals at all levels of management and maintain confidentiality.
- Ability to work independently with little to no supervision and in a team environment.
- Ability to organize, prioritize and accomplish multiple tasks.
- Demonstrated prior experience and passion for implementing sustainability and wellnessfocused office initiatives including but not limited to supplies, vendors, catering, events, etc.
- Proficiency in MS Office including Excel, Word, PowerPoint, and Out-

WHAT WE OFFER:

- Part-time position with the opportunity to evolve into a full-time role with competitive compensation look.