



JOB TITLE: OFFICE ADMINISTRATOR

PART-TIME NASHVILLE POSITION AVAILABLE

Firm: Comma Designworks is a collective interested in all facets of design and development. We are a full-service, Nashville, TN based architectural design firm established in 2020 with a simple goal: take a fresh look at the services architects provide through the lens of modern technology, construction techniques, and processes, and recalibrate an architectural practice to the modern world. Comma has experience in a variety of project types, including but not limited to: Mixed-Use, Multifamily, Hospitality, Office (shell/build-out), and Retail. We work through the entire design process, from design conception to project completion. We are a small firm geared for expansion, looking for the right candidate to add to our studio.

Position: We are looking for an enthusiastic and personable candidate to fill a position that will perform a variety of administrative tasks. This position will play a crucial role in keeping the operations of our firm running smoothly. The candidate should be self-motivated and organized. They should be able to comfortably jump between concurrent tasks and meet strict deadlines. The candidate should have excellent written and verbal communication skills and be excited to learn and be able to provide outstanding customer service. The candidate should be reliable, have excellent time management skills, and be proficient with Microsoft Office and/or Adobe products. Regular responsibilities will be performed under minimal supervision.

Activities: This is a part-time position with the opportunity to grow into full-time. Our team members perform work in an open studio environment, and you will report directly to the Director of Architecture. You will work closely with members of marketing, technical design, and operations staff. Responsibilities will include leadership team support, meeting coordination, document management, assistance with invoicing and accounting tasks, maintenance of office supplies, fielding general phone calls, and coordination with outside vendors and government agencies. The position may require occasional travel to project site locations or to various client offices.

Hours Per Week: 20+

Salary Range: \$20-\$27/hour

Required:

- 1-3 years of administrative/clerical experience,
- Proficiency in Microsoft Office Suite,
- Excellent written and verbal communication skills,
- Ability to multi-task while meeting client-specified timelines,
- Valid state-issued driver's license and appropriate insurance,
- Ability and desire to manage social media accounts and content creation,

Preferred:

- Administrative experience within an A/E/C firm or other service-oriented business
- Knowledgeable or proficient in Adobe Creative Cloud products
- Basic graphic design/presentation skills
- Knowledge of WordPress, Wix, and/or other website platforms

Comma Designworks is an Equal Opportunity Employer.

**If interested in the position, please complete an application at:
www.commadesignworks.com/people**