



Administrative / Office Assistant

(Office located just north of UNCC – 28027)
704.788.2057 | hr@ycharch.com

Full-time, Salaried with Benefits.

Associate or Bachelor's Degree Preferred.

We offer competitive compensation based on experience, perceived aptitude, and commitment.

- 3+ Years of administrative assistant experience required, preferably in the Construction Industry.
- Apply via email: hr@ycharch.com

WHO IS YCHA?

37-year old established architectural practice with projects and commissions largely within the Charlotte, NC and upstate SC region. The work of the firm is extremely diverse and provides an opportunity for young, talented individuals to participate in the development of complex projects that require creativity, passion, and thoroughness. Our firm was recently awarded a large, multi-year contract with a nationally-known client and needs immediate assistance.

As a smaller practice, a tremendous opportunity exists for an individual who wishes to learn, collaborate, experience, and be a part of something greater.

WHAT CAN WE OFFER YOU?

- Daily collaboration with experienced and creative Architects and other Design Professionals.
- YCHA provides competitive benefits for all team members, including Insurance, vacation, sick leave, profit sharing, and maximum profit distribution as allowed under IRS-allowed Safe Harbor Plan.

OUR EXPECTATIONS OF YOU

- Proficient with Microsoft Office applications (Word, Outlook, Excel, and PowerPoint). Experience with Adobe Suite is a plus.
- Assist colleagues with various day-to-day assignments such as filing, photocopying, scanning, typing, sorting mail, delivering bids/proposals and ordering supplies.
- Provide support on phone coverage in a professional manner. Maintain office equipment/services and coordinate repairs/changes as needed.
- Ability to communicate clearly and effectively both orally and written combined with the ability to work effectively in a team environment. Demonstrate accuracy and attention to detail in all tasks.
- Ability to maintain, at all times, the highest level of confidentiality.
- Maintain and coordinate appointment/office schedules and calendars. Assist with travel arrangements including flight and hotel bookings, when needed.
- Provide support or logistics for meetings, as needed, by organizing catering and meeting spaces, acting as the point of contact for attendees, and assisting with day-of setup, printing, and IT related needs.
- Prepare and proof correspondence, reports and other written material and prioritize work assigned to meet individual goals of the executives.
- Ability to conduct research on various topics independently, when assigned.
- Ability to work independently with minimal direction and accept ownership of tasks.
- Ability to effectively manage multiple competing priorities and perform all other duties as assigned.
- Ability to deal with people and situations diplomatically and professionally, while demonstrating flexibility and patience.
- Highly dependable with ability and willingness to work overtime as required.

www.ycharch.com

References Required