

Chicago Area job opportunity: JDJ Architects Part-time office administrator

We are a small growing architecture firm in Chicago that specializes in commercial interior projects for corporate clients and building owners. Our experience working with an array of clients has provided us expertise with a variety of project sizes, budgets and styles. JDJ Architects designs user-focused workplace environments that place our clients' sensibilities and aspirations at the heart of each design process.

We believe that our employees are our biggest asset. Thus, we value the contribution of each team member and encourage collaboration to promote growth within our team.

About the job opportunity:

Your part-time role will include a full range of office management duties:

- Billing
- Management of accounts payable and receivable
- Contracts organization
- Reports
- Staff management
- Miscellaneous duties to help run the office efficiently.

Experience:

Clearview-Unanet (or similar ERP software)
Microsoft Word and Excel
Customer relationship **marketing (CRM)** system maintenance
Excellent oral and writing skills

Please send resumes to info@jdjarch.com
Attn: Wilma Rendon