

June 21, 2010

re: Position: Studio Assistant

Position Title: Studio Assistant
City: Indianapolis, Indiana

The Studio Assistant will provide both administrative and professional support for the architecture design studio. Candidate needs to be able to multitask and be self starter who can take the initiative to streamline processes and work with staff to meet deadlines and produce accurate documents. Ideal candidate will have experience in the Architecture/Engineering/Construction Industry.

Primary responsibilities include: performing administrative support, including answering phones, filing, distributing mail, creating correspondence, proofing and editing documents.

The Studio Assistant duties include, but not limited to:

1. Typing and assembling data (i.e. tables, charts, reports, and memorandums) from verbal or written instruction.
2. Proofreading typed data to ensure proper formatting, spelling, punctuation, and grammar usage; may perform minor document revisions to ensure clarity.
3. Receiving and prioritizing telephone calls, business visitors, and incoming mail; routing mail and inquiries to proper personnel.
4. Setting up projects for digital and hard copy filing.
5. Managing and maintaining office supplies, files, and libraries.
6. Establishing, maintaining, and revising departmental files for matters in progress.
7. Works cooperatively with other administrative staff and Corporate Development to ensure department administrative needs are met efficiently.
8. Overseeing shop drawing process to ensure appropriate log in/log out procedures are followed.

Experience:

- Minimum 3 years experience in administrative/studio support
- Experience in the A/E/C industry a plus
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook required. Demonstrated verbal and written communication and organizational skills required.
- Works independently with moderate supervision.
- Prioritize workload as needed to meet deadlines.
- Excellent customer service and communication skills.
- Highly organized with the initiative to update administrative forms and processes.

Please send letter of interest, resume and references to:

Synthesis Incorporated
Attention: Jenelle Smagala
251 North Illinois Street, Suite 200
Indianapolis, IN 46204



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