



## lemay + ESCOBAR

Lemay + Escobar is the discerning developer's choice for integrated large-scale, mixed-use, residential, adaptive reuse and hospitality projects. Powerful, meaningful, daring design is at the core of Lemay + Escobar's highly customized approach that speaks the language of New York City and every other place it transforms.

Lemay + Escobar integrates architecture, interior design, master planning and landscape architecture, creating stunning, seamless human environments of all kinds.

[lemayescobar.com](http://lemayescobar.com)

# ADMINISTRATIVE ASSISTANT

Lemay + Escobar

New York City

Lemay + Escobar, a NYC-based architectural and transdisciplinary practice, is looking for a professional, experienced full-time Administrative Assistant to join our growing New York City office. With the ability to multitask in a fast-paced environment, the candidate will be providing administrative assistance to the team and performing diversified tasks requiring basic administrative skills and knowledge of office procedure.

### What you'll do

- Greet clients and answer phone calls throughout the day
- Ensure and/or facilitate the timely dissemination of information via email, telephone and mail
- Preserve integrity of office property and classified documents
- Monitor and maintain inventory of office supplies, anticipating future needs and placing new orders accordingly
- File internal reporting documentation such as timesheets, meeting minutes, project schedules and records according to established system
- Coordinate information transfer with Accounting Services, legal and other consultants
- Maintain complete client and operational confidentiality
- Offer administrative and other support to staff as needed
- Process travel arrangements, vouchers and expense reports
- Perform out-of-office tasks including banking and post office transactions.

### What you'll need

- Proven organizational and project management skills required
- Strong communication skills, verbal and written, and the ability to interact with all levels of management and clientele
- Detail-oriented with excellent time management and organizational skills
- Outgoing, friendly demeanor
- Ability to work with minimal supervision
- Demonstrated command of Microsoft Office, esp. Word and Excel, online research skills
- Bachelor's degree in communication, human resources or related field
- Minimum 3-5 years of relevant experience as an administrative assistant.

### What's in it for you

- Competitive salary
- Creative work environment.

### Our workplace

362 Fifth Avenue, Suite 801  
New York, NY

### Up for the challenge?

Apply online via [Jobillico](#)