

# Clayton & Little: Design Office Receptionist and Executive Assistant

## Company Overview

Good architecture comes from a steadfast practice and disciplined process. Remarkable experiences result from a thorough response to infinite details beyond a building. Through an interdisciplinary approach that considers elements outside the traditional architectural scope, Clayton & Little filters context and intent to summon the richness of place.

Founded in 2005, Clayton & Little merges the talents of a multidisciplinary team to infuse diverse expertise with innovative thinking. Known for its uncompromising pursuit of quality, Clayton & Little creates layered, coherent experiences that reflect a direct response to context and client goals. Today, Clayton & Little has a team of 30 people with offices in Austin and San Antonio.

## Context and Job Brief

In May 2017, architecture firm Clayton & Little moved its Austin office to 2201 N. Lamar to accommodate the firm's growth and future trajectory. Originally built in 1964, the building was renovated by Clayton & Little, christened "Design Office," and is home to four additional businesses. Common to all businesses at Design Office is a commitment to producing excellent work, providing outstanding client service, and attracting and sustaining the highest caliber talent required for delivering both. The experience at Design Office should exemplify these commitments.

We are seeking a warm, professional receptionist (to be employed by Clayton & Little) who will be the first point of contact for all businesses at Design Office, and will provide administrative support to senior staff at Clayton & Little. This will start as a 3 month contract position with an opportunity for full-time conversion.

The Receptionist and Executive Assistant serves as the face of Design Office and is integral in creating a welcoming and on-brand employee and guest experience throughout the building. The successful candidate is self-directed, warm, truly enjoys interacting with people, and has a professional presence a notch above the average Austin standard. The person in this position will report to Clayton & Little's Creative Director, Wendy Smith and Principal, Paul Clayton.

## Responsibilities

- Put all Design Office visitors and guests at ease by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and route incoming calls with excellent phone etiquette and sense of discretion
- Handle time-sensitive materials and issues in an appropriate manner
- Help coordinate calendar logistics for all meetings scheduled in conference rooms and common spaces
- Keep the reception area clean, clutter-free and presentable to all
- Keep all conference rooms stocked and presentable between meetings
- Assist with additional administrative responsibilities as needed
- Complete ad-hoc projects and administrative tasks as assigned

## Requirements

- BA/BS degree preferred
- 2+ years of proven receptionist and or executive assistant experience required
- You are both receptive and responsive to direction from senior staff
- You are innately hospitable, intuit others' needs, and are spontaneously helpful to others
- You are equally at ease with executives as with delivery drivers and contract laborers
- You are reliable, resourceful, adept at solving issues independently as they arise and have a can-do mindset
- You are able to handle sensitive information with complete discretion
- You have strong verbal and written communication skills
- Excellent experience using Outlook or Google apps such as docs, calendar etc.
- Excellent knowledge of MS office products and web-based alternatives
- You are self-directed, able to work independently and prioritize workload with limited direction
- Proficient in Microsoft Office, Google. Proficiency in Adobe Creative Suite a plus

**TO APPLY:** Email Cover Letter and Resume to [careers@claytonandlittle.com](mailto:careers@claytonandlittle.com) with DESIGN OFFICE in the subject line