



## POSITION ANNOUNCEMENT October 25, 2021

Re:Vision Architecture, a deep green architecture and sustainability consulting practice located in the Manayunk neighborhood of Philadelphia, is adding a new part-time **Office Manager** position. If the selected candidate prefers full-time and has experience in **Communications** (with a focus on graphics and digital marketing), full-time is also an option.

*Minimum qualifications:* experience in bookkeeping, Quickbooks, word processing and spreadsheet development

*Personal qualities:* organized and detail-oriented; strong follow-through; self-motivated; friendly; service-oriented; pro-active (sees what needs to be done and does it!)

*Reports to:* Director of Finance

### *Areas of Work and Key Responsibilities:*

- Bookkeeping
  - A/P – overhead bills and subconsultants
  - A/R – deposits and tracking
  - Follow-up with late payers
  - 1099 assist – W9s from sub-consultants
  - Run reports for employee reimbursements + receipts
  - Reimbursement administration (internal + external WedNet, grants, etc)
  - Petty cash management
  
- Administration + Operations
  - Reception functions
  - Coordinate and manage vendors (cleaners, catering, copy/print, utilities)
  - Social director—team building events
  - Benefits support
    - Administration of applications and employee election forms
    - PTO tracking
  - Resource Management
    - Mail: process incoming and outgoing
    - Manage office/cleaning/kitchen orders (check levels, solicit requests, order, stock)
    - Manage plotter/drafting supplies/equipment maintenance and orders
  - Records management
    - Collect and file insurance COIs (subs & projects)
    - Collect and file new hire forms
    - Resumes/job applications
  - Office manual annual distribution and signatures

- Office Maintenance
  - Run/unload dishwasher
  - Schedule filter changes (HVAC, water)
  - Process incoming and outgoing mail
  - Water plants
  - Collect trash/recycling/compost
  - Organize/tidy shared areas (kitchen, copy area, etc)
  - Staff reminders on office protocols
  - Track needed office repairs; support implementation
  - Coordinate office furniture
  - Coordinate vendors for building maintenance and repairs (HVAC , etc)
  
- Communications (OPTIONAL ADD TO OFFICE MANAGER ROLE, depending on experience)
  - Website Updates
  - Houzz Updates
  - Website Content Creation
  - Newsletter (quarterly + special announcements)
  - Basic Social Media
  - Awards
  - Proposal Support
    - Graphics
    - Consultant Coordination / Collateral
  - Proposal Templates
    - Project Descriptions
    - Resumes
  - Case Studies/Project Summaries
  - Presentation Graphics
  - Maintain Lists of Awards, Presentations, Testimonials, etc
  - Collect Client Feedback/Quotes
  - Business Cards/Printing
  - In-house Graphics/Displays
  - Photography Coordination (professional)
  - Photography of Basic Projects
  - Media Outreach
  - Special Events (open house, etc)

At this time, Re:Vision is a hybrid work environment with in-office and remote days but this role is envisioned as an in-office position. For part-time positions, benefits are pro-rated based on hours worked but 30 hours/week is required to be eligible for health insurance benefits, per Re:Vision's plan.

Re:Vision values diversity, equity, and inclusion as underpinnings of a more sustainable future. Candidates who bring increased cultural diversity (broadly defined) will receive strong consideration.

Targeted start date in late Fall 2021.

Candidates should apply using this form: <https://bit.ly/ReVApply>

