

**Company:** BKV Group  
**Location:** Minneapolis, MN  
**Job Title:** Receptionist-Administrative Assistant  
**Reports to:** CFO

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**Our Story:**

BKV Group is a holistic design firm, providing a full complement of architecture, engineering, interior design, landscape architecture, and construction administration services. Since 1978, BKV Group has created customized and innovation design solutions for clients, growing from a sole proprietorship into a diverse partnership with practice sites in Chicago, Dallas, Minneapolis, and Washington, D.C. Serving clients locally and nationally, BKV Group authors great design, provides thoughtful experience, and delivers on our promise to exceed our clients' expectations.

**Description:**

BKV Group seeks a Receptionist-Administrative Assistant with 1-2 years of related experience to join our Minneapolis, MN office in the North Loop. This position will provide receptionist and administrative office support as listed below:

- Provide primary receptionist duties. This includes answering phones, forwarding night messages, greeting and assisting visitors, offering beverages, etc.
- Open office front doors, unlock elevators, and prepare coffee for lobby. Maintain neatness of lobby and conference rooms, restock mini-fridge.
- Place building maintenance repair calls and place service calls for office equipment repair as requested.
- Assist in making business travel arrangements and process billing purchase order information.
- Order company office supplies as needed and complete corresponding purchase order information.
- Notify recipient (by phone or e-mail) and distribute all incoming faxes and packages. Responsible for collection and processing of all outgoing mail and UPS shipments. Coordinate messenger service needs. This includes accurate tracking of delivery requests and receipts.
- Coordinate scheduling of all conference rooms and maintaining conference room appearance after each meeting; including cleaning off table and adjusting chairs.
- Order lunches for in-office client/marketing meetings.

**Qualifications:**

- One to Two Year Associates Degree or Certificate or one to two years related experience.

- Must work well with team and variety of personalities.
- Excellent organization, time management and strong communication skills.
- Must be proficient in Microsoft Office Suite.

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