

Company: BKV Group
Location: Dallas, TX
Job Title: Administrative Assistant
Reports to: Finance Director/Partner

BKV Group is a holistic design firm providing a full complement of architecture, interior design, engineering, landscape architecture, and construction administration services. Our core belief is that regardless of project type, design has a profound impact on the community, and our responsibility as a multidisciplinary firm is to enhance the economic, aesthetic, social, and environmental context of the communities we shape and design. Since 1978, BKV Group has grown from a sole proprietorship into a diverse partnership with 200+ employees sharing knowledge across practice sites in Chicago, Dallas, Minneapolis, and Washington, DC, creating relevant and meaningful design solutions that allow our clients' dreams to become a reality. For more information, visit: www.bkvgroup.com.

Description:

BKV Group seeks a talented Administrative Assistant with 1-2 years related experience to join our Dallas, TX office. The candidate will tackle projects with a proactive approach, excellent organization, time management, prioritization and attention to detail. Must use time effectively with little supervision.

- Assist and support with various tasks including conference room scheduling support, lunch orders, scanning documents, typing documents, and supply orders.
- Greet and assist clients and visitors. Schedule conference rooms as needed. Maintain neatness of lobby and conference rooms, restock fridge with beverages as needed.
- Notify recipient and distribute all incoming packages. Handle shipping requests and incoming mail. Set up couriers as needed. Provide tracking information and receipts as requested.
- Manage staff laptop check out.
- Place building maintenance repair calls and service calls for office equipment repair as requested.
- Prepare month-end Accounts Receivable invoices according to company billing process and contract.
- Print and mail client invoice statements as requested.
- Move billable time as requested.
- Assist in new hire employee setup and office orientation. Assist IT with new computer and phone set up when needed. Set up new employee mailboxes. Assist HR team with other assigned tasks.

Qualifications:

- Associate's Degree or Certificate or one to two years related experience.
- Must work well with team and variety of personalities. Ability to work well under remote manager and both local and national teams.

- Self-Directed Problem Solver: Uses logic to solve problems and works to understand unfamiliar subject matter.
- Proficient with Microsoft Office Suite

BKV Group offers a flexible, hybrid work schedule with three days in the office (Tues - Thurs) and two days optional for remote working (Mon & Fri). With excellent benefits, competitive salaries, and continuous opportunities for growth, BKV Group gives you the tools to achieve your goals. We invite you to submit your resume. Please indicate your name, desired position, and location in the e-mail subject line.

EOE