

JOB TITLE: Administrative Coordinator

LOCATION: Austin, TX - Fully remote with occasional in person meetings

FULL TIME: 34-40 hours/week

COMPENSATION & BENEFITS: Salary range \$50-60k (level depending on experience), retirement match, paid time off, and holidays.

ABOUT US: We are a small women-owned business based in Austin, TX with projects all over the state and country. Our firm specializes in accessibility consulting, primarily in the field of architecture and construction. We work on up to 100 projects at a time, providing advice, reviewing construction drawings and performing construction site visits. We are in our ninth year, and looking for someone who will stay with us long-term.

RESPONSIBILITIES:

Primary administrative duties include:

- digital file management,
- calendar management,
 - o ensuring state required deadlines are met
 - o marketing & social media campaigns
- report production in Word and Excel,
- creating client proposals,
- developing PowerPoint presentations,
- other miscellaneous tasks, as needed.

CANDIDATE REQUIREMENTS:

- Seeking someone with 5+ years' experience in an office environment/with administrative experience.
- Important attributes for a successful candidate include attention to detail, excellent time management, resourceful, and is proactive.
- Proficiency in Microsoft Word, Excel, and PowerPoint are required.
- Experience working in a remote setting and using cloud-based networks is a plus.

CONTACT US TO APPLY:

Please submit a cover letter and resume to andrea@contour-collective.com or reach out with any questions regarding the position. In your cover letter, include a bit about you personally and your ideal work availability.