

KIMMERLE GROUP, Receptionist/Administrative Assistant

Company and Role Overview

Kimmerle Group is a multidisciplinary architecture and real estate firm based in Harding Township, NJ, with a 30-year track record of service and performance for its professional client base across the tri-state area and beyond. Kimmerle Group's divisions include Kimmerle Newman Architects, a full-service architecture and interiors firm; Kimmerle Workspace, a furniture and fixtures procurement agent; Kimmerle Group Project Management; Kimmerle Urban Studios; Kimmerle Branding; and Kimmerle Group Real Estate Services.

Kimmerle Group is seeking a full-time receptionist and administrative assistant for its Harding offices.

Job Responsibilities

- Greet visitors to the office; handle vendors and deliveries as required.
- Answer phones, take messages as required, and route calls to their intended recipients.
- Assist with printing and scanning documents; prepare drawing sets for release and/or delivery.
- Filing/clerical duties to maintain office files.
- Some bookkeeping support, including support for timekeeping and project management system.
- Order and maintain office and architectural supplies to support business needs.
- Assist partners in maintaining schedules, calendars, and travel arrangements as required.
- Other duties as assigned to support client and partner requirements.

Required Experience

Some college education preferred.

2+ years experience working in a similar role in a professional office setting.

Strong communication skills, both written and oral

Good familiarity/proficiency with Microsoft Office software

Familiarity with presentation and graphic design software (PowerPoint, Photoshop, etc.) a big plus

Highly motivated; plans and carries out responsibilities with little to no direction; able to self-start

Comfortable working both under direct supervision and independently

Handles deadlines and pressure with ease

Location

Morristown, NJ

Compensation

Negotiable upon experience