

A background image of a beach with white sand, green grass, and a blue ocean under a clear sky.

HERE, LIFE IS A BEACH

Administrative Assistant - Panama City

DAG Architects, an award-winning architectural design firm based in Destin, Florida, has an immediate opening for an administrative assistant to join our studio located in Downtown Panama City on Harrison Avenue. We are looking for a self-starting individual who shares our attitudes about great design in a collaborative environment.

The successful candidate possesses:

- A minimum of 2-3 years' experience in a professional office setting
- Strong organizational skills, detail-oriented, ability to multitask effectively, displays a high sense of urgency, a desire to grow professionally, and a willingness to take initiative and work independently
- Prioritizing and handling matters quickly, efficiently and confidentially
- Strong ability to seek out opportunities and successfully complete assignments
- Exceptional communication skills - verbal and writing
- Professional demeanor and appearance with an upbeat and energetic personality
- Proficiency in MS Office (Excel, Word and Outlook, in particular)

Responsibilities include:

- Answering phones, greeting clients and guests in a professional and friendly manner, and maintaining a clean and tidy environment
- Setting up for meetings, ordering supplies, coordination of lunch and learns, and ensuring that daily standards are upheld
- Implementing the standard for managing multiple calendars and appointment settings using good judgment and impeccable attention-to-detail
- Assist with the organization and management of the finishes, fabrics and materials library
- Providing assistance to architectural staff (project administration, copies, scans, filing, research, typing, etc.)
- Organizing and maintaining project files

Please e-mail a digital copy of your resume in .PDF or .JPG format to avoisin@dagarchitects.com. Upon receipt we will review and contact you should your qualifications meet our staffing needs.