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Locati Architects and Interiors

Position: Administrative Assistant
Part-time (18-24 hours/week), Weekdays flexible
Location: Bozeman, Montana

We are seeking an **Administrative Assistant** who will support our company's managers and design professional staff.

The position involves greeting guests of the firm in the reception spaces, facilitating meetings, and fielding significant phone traffic. A professional and friendly presentation is expected as a reflection of our business. Some physical demands exist in the position (*running errands, light lifting*) as well as a need for energy to help support a staff of 50.

Applicants will have:

- Great communication skills, verbally and in writing
- MS Office experience
- Some remote meeting software knowledge (Zoom, etc.) and technical savvy
- Dependability and efficiency in their work and in anticipating the needs of coworkers
- Dedication to preserving office resources, budgets, and time
- A willingness to grow and learn with a diverse and busy team
- A desire to be a part of the great employee camaraderie at Locati

Experience is preferred, though we are willing to help train an individual who is eager to learn and ambitious to contribute to our team.

Competitive pay and excellent benefits include Health/Vision/Dental Insurance, 401k Plan, Profit Sharing and cell phone stipend.

Send cover letter and resume to careers@locatiarchitects.com