



P 406.587.1139  
WWW.LOCATIARCHITECTS.COM  
1007 EAST MAIN . SUITE 202 . BOZEMAN, MT 59715

### Join Our Dynamic Team at Locati Architects

**Position:** Administrative Assistant/Client Relations Professional  
Full-time, in-office, Monday through Friday  
**Location:** Bozeman, Montana

We are seeking an **Administrative Assistant/Client Relations Professional** to support our company's managers and design team, while managing client relations and front office responsibilities. This position involves greeting clients in reception areas, facilitating meetings, handling phone traffic, and serving as the first interface with visiting clients. A professional and friendly demeanor is essential. Some physical demands will be part of the role, along with the energy needed to support a staff of 50.

Applicants should have:

- At least 2 years of experience in a professional environment
- Excellent verbal and written communication skills
- A professional appearance and exceptional customer service skills
- Proficiency in Microsoft Office and familiarity with remote meeting software (e.g., Zoom).
- The ability to thrive in a fast-paced work environment
- Dependability and efficiency in work, with a proactive approach to problem-solving
- The ability to work both independently and within a team

We offer competitive pay, growth opportunities, and excellent benefits, including Health, Vision, and Dental Insurance, a 401(k) Plan, Profit Sharing, and a cell phone stipend.

Please submit your cover letter and resume to [kryles@locatiarchitects.com](mailto:kryles@locatiarchitects.com).

Locati Architects is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.