



PLANNING

ARCHITECTURE

INTERIOR DESIGN

PROCUREMENT

ADMINISTRATIVE ASSISTANT

One of the nation's leading Planning, Architecture, and Interior Design firms is searching for an Administrative Assistant for the Baltimore office.

Qualified Candidate Should Possess:

- Performing general administrative work
- Answering the main telephone and directing communications
- Greeting clients and guests
- Distributing mail and general office filing
- Maintaining office supplies and equipment
- Typing, data entry, and other general office administrative duties as assigned
- Directly support the company's design staff and accounting/billing department with various administrative duties

Specific Responsibilities Include (but are not limited to):

- Supervising and mentoring the architectural design staff
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong typing ability, computer skills, and organizational skills
- Friendly and personal attitude with pleasant phone manner
- Committed team player
- Experience in an architecture / interior design firm is a plus

COMPENSATION

Chambers offers competitive compensation commensurate with experience and a welcoming environment that encourages and supports professional development.

MORE ABOUT CHAMBERS

Since 1899, Chambers has evolved to become one of the largest, award-winning design and planning firms in the nation with a focus on private club, hospitality, and lifestyle design. With a holistic approach to private club planning and design, Chambers provides a full suite of services to our national and international clientele. Headquartered in Baltimore, Maryland, Chambers has additional offices in Dallas, Minneapolis, Washington D.C., and Naples.