

# OFFICE ASSISTANT

Shapiro & Company Architects is a growing, award-winning residential design firm looking to add a part-time Office Assistant to our Memphis, TN office. Our dynamic team of professional's craft solutions for our clients by asking the right questions, diving deep into understanding their needs and the contexts of our projects. We are recognized in the design community for the quality and thoughtfulness of our work and for being focused on outcomes that suit the clients long term needs.

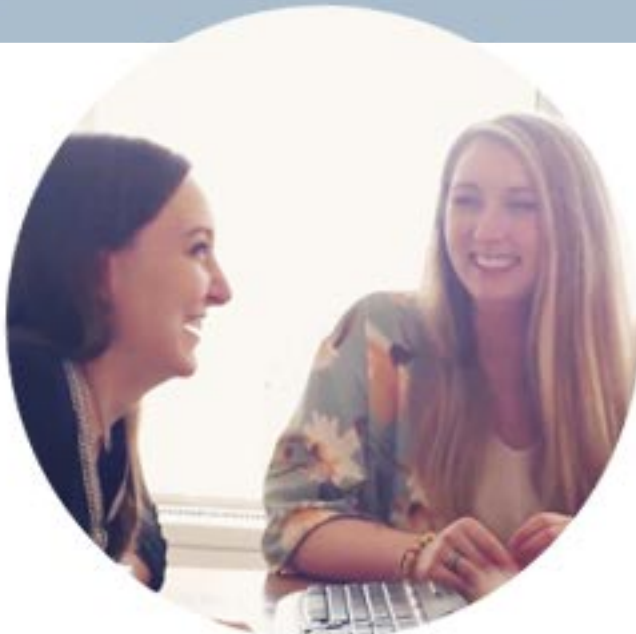
## REQUIREMENTS

- Strong time management and communication skills.
- Communicative, self-motivated, enthusiastic, and dependable.
- Ability to work well under limited supervision.
- Has valid drivers license and car insurance.
- Can lift approx. 50 lbs
- High school diploma or associate's degree.



## RESPONSIBILITIES

- Work 15 hours a week on a set schedule.
- Run various errands for Executive staff and others as needed.
- Occasionally handling incoming calls.
- Assist in daily office duties such as, but not limited to, stocking, cleaning, and organizing.



Please submit resume and cover letter to [achapman@shapiroandco.com](mailto:achapman@shapiroandco.com)