



## **Administrative Coordinator / Executive Scheduler**

AMDG Architects seeks an administrative pro who can balance concierge-level service of the team members, clients, and partners with protecting the Firm's energy, focus, and time. This is a very dynamic, (mostly) internal-facing role in a fast-paced firm. No two days will be alike. The ideal person effectively and proactively communicates, chases/coordinates/distills information well, loves the puzzle of shifting schedules and priorities, and has a gift for elevating others through their support (and sometimes wrangling).

This is a full-time position that is 100% on-site in our downtown Grand Rapids, Michigan office. The person will report to the Finance + Administration Manager and provides key support to the CEO and COO, while also working very closely with senior project leaders and our project coordinators.

Below is a breakdown of responsibilities. Please know that this is just an estimate, and it could vary from week to week.

### **50% - Scheduling / Meetings / Events**

- Maintain and protect the CEO's/President's and COO's calendars.
- Support the scheduling / tracking / follow up of AMDG leadership + key project teams. Maintain oversight of the company calendar to include scheduling project-related meetings as well as those internally (staff-only)
- Make sure meeting rooms are set-up/cleaned-up and people are moving when we have high-traffic days. Have an awareness of what is happening in our space daily and into the future so that meetings and events are best scheduled.

### **35% - Hospitality + Administrative Support**

- Greet guests in the office, answer phones, and direct calls with excellent judgment related to interruptions and urgency.
- Oversee inventory and order office supplies and equipment.
- Ensure a well-maintained office space both in cleanliness, set-up, and organization. Everything has a place!
- Maintain the current contact database and ensure it is up to date.
- Aligned with the COO's vision, support the Finance + Administration Manager and AMDG's people programs including team events, employee appreciation and recognition, and staff development.
- Assist with human resources processes including recruitment, onboarding, benefits administration, employee file management, and end of employment tasks.

### **15% - Business Development + Marketing**

- Provide support to the Business Development + Marketing team for our Speaker Series, photography shoots, proofing, coordination, data entry, and other support as requested.

**Qualifications:**

- Aligns with AMDG's core values of being convicted by our mission, built to serve, dedicated to excellence, and driven to improve.
- Has at least seven years of experience in a comparable role where a significant portion of the responsibilities included scheduling, maintaining complex calendars, and supporting executives.
- Understands trust is paramount and has an exceptional standard of confidentiality, sensitivity, and respect for personal information.
- Gets fed through serving/elevating others and ensuring well-run operations and does not need to be in the spotlight.
- Has a knack for fostering collaboration and meaningful teamwork while also keeping a team of dreamers and creatives within scope and budget.
- Can find creative solutions when resources (time, money, support) are limited.
- Has excellent communication skills and an ability to prioritize competing deadlines.
- Prioritizes relationships and knows how to cultivate partnerships.
- Shows strength adapting to a variety of personalities and a keen ability to anticipate and prepare for people's needs.
- Has strong organizational skills, stays on top of a multitude of tasks, and consistently follows-up to ensure work gets done.
- A strong desire to learn and grow.

[Click here to apply](#). **Please include your cover letter connecting your unique experience to the position, plus your resume, portfolio, and compensation requirements.** Any application missing any of the requested information may not be considered.

AMDG Architects, Inc., is a fast-paced, high-touch, architectural, interiors, and site design firm in Grand Rapids, Michigan that prioritizes excellent work and unmatched client service.

*No recruiters, vendors, or referrals, please. We will not respond to any solicitations.*