



September 9, 2022

Swift Company LLC Administrative Position:

Swift Company is seeking to fill an administrative position with a qualified Administrative staff person or Office Manager in our Seattle office.

Swift Company is a ten-person landscape architecture/urban design firm founded in 1982 and focused in the Pacific Northwest and Inter-Mountain region. Our services include master planning through construction administration in the public and private sectors. We are a spirited, passionate, and hardworking group committed to our clients, to the future, the critical challenges of climate change, social equity and the creation of spaces for civic life. We are seeking a highly organized committed person who will join the team in providing the best in proactive administrative support for the office and our clients.

Candidates must bring the team:

- Strong organizational skills and capacity to work in a cooperative work environment.
- Excellent customer service with strong courteous, positive professional communication skills.
- Proven ability to work as a team member in a collaborative way with office staff, bookkeeper, and external support.
- Exceptional proven commitment to quality control and work accuracy.
- Excellent communication skills, including written and verbal skills.
- Self-motivation with a commitment to professional growth and development.
- Capacity to respond with high accuracy and effective time management to essential job responsibilities.
- Strong computer skills in Excel, Word, Outlook, and working knowledge of time management tracking software such as BigTime (office software). Experience with Adobe Suite including InDesign.
- Experience with office computer systems and ability to work effectively with an IT committee to coordinate IT maintenance and repair.
- Ability to process and apply new skills and concepts quickly with the ability to grasp new technology efficiently. Interest in growth.

Essential Job Functions / Responsibilities:**General Office Administrative Management**

Supplies ordering, tracking and monitoring including ink and print cartridges and all paper and drafting supplies, Office maintenance, hygiene, appearance and cleanliness, office efficiency and organization, management and maintenance of all office equipment and machines on a proactive schedule as required to assure minimal office disruption.

Front Desk Reception:

Face of the office, telephones, voicemail, mail, shipping, couriers, Info@Swiftcompany.com email. Assistance with meeting preparations and cleanup. All communication to be courteous, positive, and professional.

Billing

Prepare invoices including track employee time, job costs, expenses, contractor costs and project completion data to coordinate monthly or bi-monthly project billing. Maintain Big Time documentation of invoice. Coordinate with Bookkeeper to reconcile invoicing and A/R including reconciliation of project budget tracking and reconciliation of employee time. Handle all correspondence regarding project budgets, billing, and corrections. Coordinate with project managers and Bookkeeper to accurately manage, efficiently bill and maximize project budgets. Maintain a high degree of accuracy, timeliness and quality control for all invoicing, related documentation, and coordination.

Accounting Support

Coordinate with office Bookkeeper who is responsible for the following: Day-to-day accounting of A/R; A/P; payroll; and GL; monthly reporting; banking and reconciliations; coordination of FAR accounting. Reconciling all finance and liability accounts monthly and assess equity and expense accounts for inaccuracies regularly. Preparing a monthly GJE to properly associate employee time and expenses with project budgets. Reconciling all temporary accounts to zero monthly. Maintain correspondence and dialogue with the CPA to coordinate annual taxes and FAR auditing needs. Payment of taxes and coordination with CPA as needed.

HR

Coordinate on-boarding and off-boarding of employees, interns, and temporary staff. Provide training and support where needed. Coordinate and account for employee financial documents and benefit records. Manage employee benefit programs and coordinate with Bookkeeper who is responsible for accounting for individual budgets for benefits. Coordinate with staff regarding their individual benefit budgets and schedules. Coordinate with Bookkeeper to assure accurate documentation associated with employee benefits.

IT

Coordinate IT maintenance and repair; be the primary liaison for the IT company and efficiently dispatch all needed repair and assistance regarding computers, software, and the server. Manage and maintain BigTime and Outlook as directed. Serve as an IT committee member for coordinating purchase decisions and scheduling of changes to the IT system. Responsibility includes coordinate system maintenance, coordinate purchases, track software, hardware and peripheral device inventory and operational status of all computer equipment, coordinate upgrade planning, installation and tracking of software licenses and subscriptions.

Annual Renewals

Prepare, coordinate, and process the annual insurance policies. Prepare and process all certification and license renewals annually or when due. Prepare, coordinate, and manage the office lease renewal when due, and be the primary liaison with the building management.

Filing and Archiving:

Paper files and electronic filing to be kept efficient and organized with a mapping system for locating documents. Maintain digital archive documentation. Request and return off-site digital archive drives. Coordinate and complete archiving as directed by appropriate staff.

Other:

Periodically respond to requests for research and supporting project teams including document formatting, project budgeting and configuration, etc.