



## **Operations Manager**

Alchemy is an innovative award-winning small architecture firm, internationally recognized for the weeHouse and other prefabricated design systems. We combine a distinct hands-on experimental approach with collaborative relationships to achieve attainable excellence on sustainable small projects around the country. Alchemy is an Office of Ideas, focused on Making Projects that Matter.

Led by founder Geoffrey Warner FAIA, Alchemy is currently a team of 9 Alchemists: a business development director, four architect-project managers, an interior designer, a technology specialist, a design assistant.

Alchemy is looking for an organized and detail-minded, entrepreneurial individual to manage daily office operations. This position would participate in forming and executing long term company and financial goals. Along with exceptional financial literacy and bookkeeping skills, the successful candidate should be able to multitask, prioritize and take initiative. Experience working in a design or creative firm environment will be favorably considered, as will an interest in the arts, architecture, and social or sustainable design efforts.

### ***Objective***

Support the strategic growth and efficiency of all Alchemy team members and the overall profitability of Alchemy by effectively supporting, communicating and prioritizing tasks within the office.

### ***Opportunities***

Professional development and opportunities for entrepreneurial roles will be encouraged, and the successful candidate will be in a position to profit along with Alchemy successes.

The candidate will have a voice in collaboratively shaping the kinds of work the firm takes on, and have a hand in the creative and practical methods for implementing that work, Making Projects that Matter.

### ***Responsibilities***

Focus on organization of tasks, reporting and prioritizing efforts to create an efficient work environment. Research and follow up on opportunities for the kinds of work prioritized by the office.

#### **Office Communication:**

- Organize / run weekly office meeting - project updates.
- Work with the development director and staff on communications about potential projects.
- Collaborate with other Alchemists to sustain a healthy working atmosphere with an attitude of inclusiveness, innovation, and approachability.
- Research and implement periodic inclusiveness and diversity training.

#### **Client / Job Support:**

- Review and help draft contracts
- Run job reports and communicate with team
- Help project managers track hours and efficiency

#### **Financial:**

- Draft, send, and track open invoices in Quickbooks
- Support the offsite bookkeeper with payroll
- Manage job profitability and review billing practices

#### **General Office Maintenance:**

- Hire and onboard new Alchemists including interns
- Organize and stock office supplies

### *Experience and Requirements*

Excellent written and verbal communication skills.

Associates Degree (AA), BA or BS degree or 3+ years of equivalent administrative, HR or financial management experience and training.

Proficiency in Quickbooks is required.

Prior administrative experience will be considered an advantage.

Comfort and proficiency with Google Workspace is considered an advantage.

Alchemy follows the most recent CDC guidelines around the Covid pandemic, including up-to-date vaccinations, mask-wearing and testing as required.

### *Benefits*

Full-time hourly position with an expectation of 32-40/hours per week.

Bi-weekly pay periods.

Flexible hours + ability to work from home as needed (at least 75% of time should be spent in-office).

6 paid holidays.

Accrued PTO based on tenure.

Up to 3% SIMPLE IRA match.

100% Employer paid short- and long-term disability + life insurance.

Opportunity for pre-tax healthcare withdrawals for health insurance and HSA accounts.

Opportunity for individual pre-tax retirement/savings account contributions.

Encouragement and support with professional licensures.

Employer supplemented professional equipment expenses.

If interested, please contact: [info@alchemyarch.com](mailto:info@alchemyarch.com)