

**Position
Description:**

ValleyCrest Design Group Los Angeles is seeking an administrative assistant with graphic skills to work in a dynamic and creative studio atmosphere. We focus on highly imaginative and environmentally-conscious project commissions.

This position provides full time support to the entire studio insuring that the office is professionally supported in its operations. Responsibilities include:

- Greet and assist visitors.
- Create, print and assemble firm brochures and marketing materials as required.
- Manage and answer general calls to a multi-line telephone in a pleasant and efficient manner.
- Screen and distribute all general office email.
- Prepare packages for shipping.
- Enter and maintain appointments and other information.
- Make business travel arrangements for Studio Principals.
- Prepare and send packages with all accounting and HR related document to VCDG departments.
- File plans/drawings/documents as needed/requested.
- Schedule and maintain conference rooms for meetings.
- Order and stock inventory supplies.
- Assist with administrative responsibilities as needed/requested.
- Assist with design studio tasks when available and not occupied with administrative tasks.

**Position
Requirements:**

- 3- 5 years of related office administrative experience.
- Demonstrated graphic skills, including Photoshop, In Design, Illustrator, PowerPoint, etc.
- Excellent oral, written and communication skills.
- Excellent organizational skills.
- College degree a plus.

To apply for Administrative Assistant with Graphic Skills, please send your resume and cover letter to bschwab@valleycrest.com.