

## Studio Assistant

Location: Portland, Oregon

Position:

In-office (Remote work not available for this position)

Hourly, Part-time (15-20 hrs/wk)

Mayer/Reed is a nationally recognized, multidisciplinary design firm. We are dedicated to making creative design contributions that bring value to and enhance the built environment. We believe that good design, informed by a collaborative process, functions within multiple contexts. Dedicated to this premise, Mayer/Reed continues to evolve by attracting and encouraging highly motivated and talented staff and by seeking relationships with socially and environmentally responsible clients who inspire visionary design solutions.

Mayer/Reed is seeking a Studio Assistant to work with the Principals and Office Manager to ensure an excellent staff and visitor experience. Tasks include proactively maintaining our overall office organization and procurement of supplies, managing reception and hospitality for studio visitors and staff events, maintaining calendars using Outlook, ongoing communication through virtual tools such as Microsoft Teams, and coordinating shipping, receiving, and mail distribution.

A successful Assistant is a well-rounded individual who has excellent verbal and written communication skills, has a friendly, positive attitude; ability to organize, multitask, prioritize and be flexible; pays attention to detail; and is proficient in Microsoft Office Suite. Must be at least twenty-one years of age, able to occasionally lift up to 30 lbs. and proven work experience in other similar roles are required.

Compensation is commensurate with the level of experience. A pro-rated benefits package is offered to part-time employees. Our studio is located in downtown Portland with access to bike and transit routes. Staff enjoys on-site workout, bike and shower facilities, and education and social events.

Visit [www.mayerreed.com](http://www.mayerreed.com) to learn more about our work and office culture.

Submit cover letter, resume, and prior work references by May 30, 2022 to [studio@mayerreed.com](mailto:studio@mayerreed.com), attn: Stefanie Warmouth.