



Seattle Office Manager and Contract Administrator

At EHDD, our mission is to create transformative places of belonging and impact. We are problem solvers attracted by programmatic and technical complexity, and our designs are enduring expressions of our clients' unique values. We have a great work environment and create interesting building types - including aquariums, museums, academic facilities, laboratories, libraries, student housing, and commercial residential developments, with **notable projects including the AIA Headquarters Renewal, Goldendale Observatory, Monterey Bay Aquarium, and The Exploratorium.**

We are looking for an individual to act as the “net” for a team of 10 in the Seattle office and provide administrative support for projects of all sizes and levels of complexity. The position requires a dynamic go-getter with excellent communication skills who is self-driven, resourceful, and detail-oriented and wants to deliver the highest level of quality and service for our team and our clients. A diligent, organized, and tech-and data-savvy individual who is eager to take on new challenges will thrive in this position.

This position is based in Seattle at our Pier 55 office on Alaskan Way. This is an hourly, full-time position with an expectation of being in the office at least 4 days a week, subject to change according to company policy. Candidates must live in the Greater Seattle Area.

As the Office Manager, your day likely includes:

- Supporting Seattle and San Francisco Office integration and engagement efforts in partnership with the San Francisco Office Manager.
- Managing conference rooms and meetings spaces, ensuring a smooth meeting experience.
- Managing office and kitchen supplies and other office-related and facilities vendor relationships.
- Supporting recruiting and hiring efforts; Onboarding and welcoming new employees and other staff professional development initiatives.
- Planning and coordinating office activities such as team outings, retreats and holiday parties.
- Supporting business development activities such as market research, putting together proposal packets, managing Partner/Principal calendar scheduling as needed.
- Managing office safety and compliance issues, coordinating with building property management and maintenance team to resolve any issues that may arise as well as any off-hour access authorization that may be necessary.

Other projects and responsibilities may include but are not limited to:

- Supporting the Contracts Manager on contract document coordination for all projects in the office. (Likely 25-50% of time)
- Assist with establishing office-wide standardized template agreements and letters.
- Participate in the launch of a revamped intranet that supports all knowledge sharing in the offices.
- Support learning & development initiatives.
- Support marketing and business development efforts.
- Support technology integration efforts.
- Identifying, developing and implementing new systems and processes that support efficient workflows.
- Support the Accounting team in new technology and process integrations and data management projects.



Desired Experience and Qualifications:

- 5+ years' experience in an administrative function; Architecture, construction, or engineering firm preferred.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint). Proficient in data entry.
- Experience with Adobe Creative Suite desirable.
- Quick to learn new technology - knowledge of Deltek VantagePoint, Newforma and DocuSign is a bonus.
- Excellent oral and written communication skills. Able to communicate and interact effectively with all levels of staff, partners, and consultants.
- Process and technology-focused – identifies and implements tools and systems to make workflows more efficient.
- Impeccable attention to detail, exceptional follow-through, and organizational skills.
- Proactive work ethic is essential – be the type of person who anticipates needs of the team and acts accordingly.
- Exceptional ability to meet deadlines, prioritize, manage time efficiently, and handle complex assignments and multiple projects.
- Willingness to be the “go-to” person for issues and problem-solving.
- Courteous, approachable and team oriented. Cheerful, positive attitude, strong people skills and a good sense of humor are a major plus.
- Ability to maintain the highest level of professionalism and confidentiality. Manages all work with honesty and integrity.
- General knowledge of the design process, construction documentation, and construction administration is a bonus.

The most successful EHDD team-members are:

- Intuitive and resourceful problem solvers, quick on their feet.
- Comfortable with a blank page and can manage projects with ambiguity and complexity.
- Flexible and patient, with an "all hands on deck" attitude.
- Comfortable with giving and receiving constructive feedback for the benefit of the team.
- Authentic and lead with integrity.

The base salary is one component of EHDD's competitive compensation package for employees. We take into consideration a variety of factors, including but not limited to skills, abilities, experience, education, credentials, internal equity and geographic location in determining exact salary offered. Employees are eligible for additional rewards, including salary increases and annual bonuses based on individual performance. The posted salary range represents EHDD's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Our competitive benefits package includes medical/dental/vision insurance with HSA, life and LTD insurance, pet insurance, 401K match, hybrid work, vacation and flex days, transportation benefits, and support for professional development.

About Us

EHDD is a mid-sized (80+ person) firm with 2 offices, passionate people and inspiring culture and legacy. The core values that drive our work are Curiosity, Courage, Care and Community. We are proud to be an equal opportunity employer and we are committed to providing a work environment free of discrimination on the basis of sex, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, sexual orientation, military status, veteran status, or any other basis protected by federal, state or local law.

Please submit a letter of interest and resume by e-mail to HR@ehdd.com and reference Seattle Office Manager in the subject line.