

**Design Associate Administrative Assistant
Design Build Remodel**

**Portland Office
Job Description**

This is a full time, 40 hour a week position. Work hours will generally be Monday through Friday between the hours of 8:30 or 9:00 AM and 5:30 PM. Occasional Saturday and overtime work may be required. This person is responsible for working in compliance with Neil Kelly Company established standards for paperwork and processes.

Primary Responsibilities

The primary functions of this position include, but are not limited to the following:

1. Set up new job binders and job folder in CRM. Maintain standard format in NK1 and in the binders we use for job documentation.
2. Help DC and Marketing coordinate photo shoots
3. Errands, sample pick up
4. Maintain sample library
5. Materials boards
6. Submit jobs to marketing for photos, contests, etc.
7. Social media: photo uploading, etc.
8. Create before/after books for clients
9. Prepare signing papers for contracts in person and via DocuSign
10. Making copies of job packets, etc.
11. Archiving Projects
12. Picking up & delivering materials/supplies to jobsites for production/PM's
13. Helping with job site measures
14. Facilities Maintenance - making sure samples and displays are put away and cleaned up

General Requirements

It is expected that the Design Associate Administrative Assistant will work 40 hours per week with a portion of that time likely being billed directly to projects, and the greater portion of that time billed to company overhead. The Design Associate Administrative Assistant may work occasional overtime.

The Design Associate Administrative Assistant will be expected to lift light materials. The Design Associate Administrative Assistant is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. Travel between offices and to-and-from job sites is also required. S/he will be expected to provide a valid driver's license. This person is expected to

provide his or her own transportation to-and-from the office and during the workday, in order to perform the required duties of this position.

As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management. Neil Kelly Co. is a registered and certified B Corporation. That designation requires attention not only to achieving profits, but also to people and to the planet.

The ability to work as a member of a team is a requirement of this position. Each company employee is assigned to a team, which meets at least once a month to discuss company business. The Administrative Assistant will be expected to be a full participant on his or her team.

This position requires a combination of education and/or experience in administrative work, housing, construction, architectural design, interior design. This position requires the ability to speak, read, and write in English, and the ability to understand spoken English.