



Clawson Architects, Maplewood NJ

Job Opportunity: Assistant to Principal Architect

About Clawson Architects

Clawson Architects is a boutique architecture and interior design firm specializing in creating beautiful, functional high-end residential space that perfectly fits our clients' lifestyles. We are master architects and artists who provide premium quality architecture and design services in the NYC metropolitan area, Vermont, and Florida.

We are currently seeking to grow our team of dynamic, collaborative, and entrepreneurial professionals to meet the demand for our unique process and perspective. Our work has been recognized with AIA Gold and Silver medals, and by our clients, who value our expert ability to guide them through the process of creating one-of-a kind, architecturally authentic work that provides enduring value beyond their investment.

We offer the exceptional opportunity for early career staff to learn the fundamental principles of architecture and design, and to be part of a team that creates beautiful custom work. Past employees have stated that "I have learned more in one week at Clawson Architects than I have in years of my education or any other place of employment."

Job Description

The Assistant provides critical support to the Principal Architect in order to facilitate the smooth implementation of client projects. Responsibilities include:

- Managing the Principal's calendar, including making travel and meeting arrangements, and helping to prioritize meetings and tasks
- Managing Principal's weekly timesheets to track project costs and ensure accurate billing
- Researching new clients and preparing the Principal for client meetings
- Accompanying the Principal to and documenting client meetings to guide execution of projects
- Maintaining close contact with high net-worth clients to foster a superior firm-client relationships
- Trouble-shooting urgent or complex client needs
- Working as a team with other staff

Qualifications

Professional Orientation

Successful candidates will be:

- Passionate about the field of architecture and design
- Interested in growing rapidly within a fast-paced, hands-on, entrepreneurial environment
- Committed to excellence, function, beauty, and integrity in their work
- Positive, “can-do,” team-oriented employees

Education and Experience

- B.A. in Art History, Interior Design or other relevant liberal arts degree, M.A. a plus
- 1-3 years’ experience in high-end customer service or other client contact position

Skills

Successful candidates will possess demonstrated proficiency in:

- High-touch customer service with a strong focus on quality and building long-term relationships
- Superior written and oral communication, including excellent listening, conflict resolution and documentation
- Communicating and collaboratively effectively with colleagues, supervisors, clients, and external partners
- Managing multiple projects and work streams with strong attention to detail
- Being resourceful, creative, and self-directed in obtaining information and input that facilitates project outcomes and firm reputation; good internet research and problem-solving skills
- Being dependable and discreet with confidential client information
- Skillfully using Microsoft Office.

Compensation and Benefits

Clawson Architects offers competitive compensation and benefits, including:

- Salary commensurate with experience
- Health insurance
- Retirement contributions
- Reimbursement for work-related educational expenses
- Paid vacation, holiday, and sick days