



TALLEY LANDSCAPE ARCHITECTS, INC.

Title: Executive Assistant
City: Rosenberg
State: TX
Category: Administrative
Years of Experience: 8-10 years

Responsibilities: The following reflects the essential functions for this job, but does not restrict the tasks that may be assigned.

Project Assistant (50%)

- Expertise with the precise, legal and industry-specific language required for drafting, editing, proofing and finalizing complex proposals and contracts.
- Perform clerical functions such as writing correspondence, reviewing and summarizing reports/data or taking and publishing meeting notes.
- Prepare and track invoices and compile timesheets.
- Establish and maintain relationships with clients including firm principals, staff and any others ensuring all receive professional, timely and appropriate attention.
- Coordinate the management, upkeep and distribution of project schedules with staff and clients.
- Manage preparations for project meetings.
- Monitor, track and file large amounts of project documentation.
- Assist in development and preparation of project qualifications, brochures and client presentations.
- Update & maintain information used in marketing materials and in TLA databases.
- Assist senior staff in the preparation of expense reports.

Office/Facility Support (45%)

- Perform general clerical duties associated with the maintenance/upkeep of office.
- Copy and/or scan project related and other documents in-house or coordinate sending out larger jobs.
- File electronic files and paper documents for all projects quickly and accurately.
- Archive closed projects.
- Run errands.
- Maintain Copier, fax machine, and various technical equipment and troubleshoot / resolve any performance problems.
- Perform other duties as assigned by supervisor.

HR Support (5%)

- Provide support and direction to staff with basic HR questions.
- Assist in the onboarding of new employees.

Skills Required:

- Proficient with MS Office Word & PowerPoint with high level of skill in Excel and Outlook; plus familiarity with desktop publishing, Adobe Creative Suites.
- Exceptional written & verbal communication skills including grammar, punctuation, and spelling for both regular correspondence and proofreading project documents.
- Proven skill in producing a variety of written business communications in another's voice.
- Strong analytical thinking and organizational skills.
- Self-motivated, well organized and detail oriented.
- Can consistently monitor privacy/security procedures to ensure confidential information is always protected.
- Contract-writing experience, preferred.
- Ability to create simple graphics, illustrations and figures within reports & documents, preferred.

Education Requirements:

- 8-10 years prior experience in professional administrative roles required.
- Experience in legal, Landscape architecture, construction, engineering or related industries are of benefit.

To Apply: Send your cover letter and resume to info@talleyla.com. Please reference "Exec. Admin. 2017" in the subject line of your email. For more details, go to www.talleyla.com.

Company Description: Talley Landscape Architects, Inc. is a full service landscape architecture firm engaged in the planning, design, and construction management of large-scale public projects such as parks and recreation facilities. The firm has also led teams providing complete design services for a number of master-planned communities, and prepared several comprehensive park master plans for Municipal Utility Districts in preparation for park bond sales. TLA is uniquely qualified to consult on projects involving a wide range of stakeholders with multiple priorities. TLA is often sought after as a facilitator in creating a practical vision for public agencies, non-profit and philanthropic entities, as well as corporate clients.

Talley Landscape Architects, Inc. originally established in 1999, is committed to integrating the process of planning and design with the preservation of environmental sensitivity. TLA transforms the buzzword of 'Sustainable Design' into the practical application of 'Regenerative Design and Development.'