

# GURRIMATUTE

## Administrative Assistant / Receptionist

The primary function of the Administrative Assistant / Receptionist is to assist in daily administrative tasks and assignments in support of the company's overall operations, including but not limited to various forms of data entry, document control, and assisting in the collection and preparation of reports. Individuals serving in this role are expected to be open to constant training and learning, and should be comfortable in an environment where daily multitasking is expected, should possess the ability to handle multiple assignments simultaneously, all while maintaining a positive and supportive attitude. This role requires daily interaction with clients, business partners, vendors (etc.) and therefore demands a polite and respectable personality.

### Job Responsibilities

- Answer phones, and redirect calls to the appropriate team member, with the ability to vet/filter disruptive calls.
- Collect/log various business and project related data, including filing, scanning, and printing.
- Typing/Transcribing of meeting minutes and other similar documents.
- Greeting and attending to guests.
- Coordinating lunch-and-learns, and other similar activities.
- Receiving updated samples from vendors and suppliers.
- Logistics coordination (i.e., handling mail, scheduling courier services, receiving product samples, etc.).
- Manage the Principals' schedules, appointments, and meetings.
- Facilitating travel arrangements, maintain all of office supplies, and scheduling of events/activities.
- Supporting project team members with administrative tasks and activities.
- Run errands, if requested.
- All other duties as may be assigned.

### Essentials

- Possess critical thinking and problem-solving skills.
- Self-disciplined and motivated with strong interpersonal skills.
- Has the ability to quickly adopt new or changing technologies, methodologies, and applications.
- Able to work in a matrix team environment, in support of multiple Project Managers, supervisors, and Principals.
- Strong verbal/written communication.
- Must be able to type a minimum of 55+ words/minute.
- English proficiency (Spanish is a plus) with excellent spelling, grammar, and proofreading skills.
- Valid State of Florida driver's license and dependable transportation.
- High level of honesty and integrity.
- Respectful and professional.
- Handles criticism constructively.
- Organized, Deadline/detail-oriented, with a resolute ability to focus.
- Ability to maintain strict confidentiality.
- Legally authorized to work in the U.S.
- A strong interest to grow in your career with an anti-complacent yet humble attitude.

### About Gurrimatute

Gurrimatute is an award-winning architectural firm, established for over 27 years and headquartered in South Florida. Gurrimatute's key market sectors include Transportation (Aviation and Seaports), Civic/Federal, Educational, and Healthcare. Gurrimatute has projects throughout the southeastern United States.

### Job Requirements

#### Job Title

Administrative Assistant / Receptionist

#### Job Type

Permanent: Full-Time

#### Office Location

Miami, Florida

#### Industry

Architecture/Engineering/Construction

#### Work Experience

3 to 5 years of administrative support experience within a professional services office environment (Candidates with A/E/C industry experience will receive additional consideration)

#### Education

Minimum High School Diploma or GED

#### Computer Skills

Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams, and SharePoint)

Adobe Acrobat (candidates with Bluebeam Revu experience will receive additional consideration)

#### Benefits

Salary Commensurate with Experience  
Promotion/Growth & Leadership Opportunities

Vacation, PTO & Holidays  
Group Health, Dental, and Vision Insurance

Short-Term Disability Insurance  
Matching 401K

Submit Resume to:

[careers@gurrimatute.com](mailto:careers@gurrimatute.com)

