

PLATT, a full-service architecture, construction, and interior design firm based in Brevard, NC, is seeking an outgoing, motivated, and organized Bookkeeper/Administrative Assistant. The ideal candidate will ensure that nothing falls through the cracks while maintaining a sense of humor and flexible attitude when the unexpected occurs.

Responsibilities will include:

- Basic bookkeeping in Quickbooks to manage vendor payables
- Assist Finance Director to ensure timely and accurate financial reporting
- Managing phone, mail, calendar, and incoming visitors
- Performing front desk, housekeeping, and hospitality tasks
- Providing administrative support to principals and staff
- Archiving project files
- Managing documents, plans, and printing requests
- Coordinating office activities
- Performing a variety of other duties as needed

Requirements:

- Associate Degree required. Bachelor's Degree preferred
- Experience in architecture, design, and/or construction and real estate industries a plus
- Excellent organizational and planning skills
- Excellent verbal and written communication skills
- Knowledge of Quickbooks Enterprise Contractor Edition
- Proficiency with Microsoft Office applications
- Proficiency with Google applications
- Ability to shift gears quickly and remain calm under pressure

To apply, please submit a cover letter and resume to: [jobs@platt.us](mailto:jobs@platt.us)

To learn more about our company, culture, and team of talented professionals, please visit:

- [platt.us](http://platt.us) + [@platt.us](https://www.instagram.com/platt.us)
- [plathome.us](http://plathome.us) + [@platt.home](https://www.instagram.com/platt.home)
- [wpanc.com](http://wpanc.com) + [@wpanc](https://www.instagram.com/wpanc)

Finally, visit [explorebrevard.com](http://explorebrevard.com) to discover more about Brevard and the beautiful mountains surrounding our historic downtown office. Thank you.