

PLATT, a full-service architecture, construction, and interior design firm based in Brevard, NC, is seeking an outgoing, motivated, and organized 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:

- 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
- 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

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

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

Finally, visit explorebrevard.com to discover more about Brevard and the beautiful mountains surrounding our historic downtown office. Thank you.