

ABOUT REED HILDERBRAND

Reed Hilderbrand practices landscape architecture as an art of purposeful transformation. Active since the mid-1990s, the firm is engaged in diverse commissions—urban centers, museum landscapes, academic campuses, commercial developments, and private residences—throughout North America and in Europe. More than seventy design awards distinguish this growing body of work, including *The Architect's Newspaper's* Best Landscape of 2015 Award and the American Society of Landscape Architect's Firm of the Year Award. The firm's monograph, *Visible | Invisible: the Landscape Works of Reed Hilderbrand*, appeared in 2013, published by Metropolis Books.

Reed Hilderbrand is a landscape architecture firm comprised of 65 dedicated, passionate professionals, based in Cambridge, Massachusetts and New Haven, Connecticut.

Start your new year with us. Our office is not boring. We are a creative, fun, kind group of people who love what we do. We are committed to design excellence and the pursuit of dynamic collaborations with mission-driven organizations, institutions, communities, and individuals to create meaningful landscapes. We focus on building enduring relationships with clients, collaborators, and colleagues. We believe that great work is founded on a great team, and we look forward to meeting you.

POSITION DESCRIPTION

Executive Assistant

Cambridge, MA

We are seeking an enthusiastic, personable, and highly organized professional to join our nationally recognized design firm. The Executive Assistant will be responsible for providing direct support to the firm's Cambridge-based Principals, and will play a critical role in ensuring smooth day-to-day operations within a fast-paced design environment, with assistance on special projects as needed. The Executive Assistant will serve as a primary point of contact for the Principals and will serve as a proactive presence in helping them to manage their professional lives.

RESPONSIBILITIES

Administrative Support

Perform daily miscellaneous tasks as needed for Principals including, but not limited to, assistance with document formatting, reconciling timesheets, screening and directing phone calls, ordering/picking up lunch, arranging car service and making travel arrangements

Meeting Preparation

Provide support for Principals and follow-up for internal and external meetings (e.g. setting up Zoom links, coordinating audio visual needs, liaising with contacts at institutions in preparing for lectures and presentations, etc.)

Schedule Management

Take ownership of the full schedules of Principals by coordinating schedules for internal and external meetings and anticipating travel times, conflicts, and potential overbookings. Book and confirm meeting participants and locations, and handle follow up correspondence to meetings

Special Projects

Participate in special projects as needed including research, assisting admin team, and event support

Travel Arrangement

Booking domestic and international flights, lodging, and ground transportation for Principals, as well as for staff traveling with them

REQUIREMENTS

The right candidate will have:

- A high level of professionalism and reliability
- Experience providing administrative support in a professional setting, 2 years minimum
- Interpersonal skills, experience with establishing and maintaining professional and supervisory relationships
- The ability to demonstrate common sense in all matters, and seek to problem solve
- First rate organizational skills, flexibility, and ability to adjust to rapidly-changing priorities
- A personable and outgoing demeanor that is reflected in all forms of communication
- The ability to manage multiple tasks simultaneously and demonstrate critical thinking
- Impeccable ethics, excellent judgment, and discretion
- A positive attitude and a sense of humor
- Excellent verbal and written communication skills, demonstrated both with internal colleagues and external clients – attention to detail
- A strong command of Microsoft Office, specifically Outlook, Word, Excel, and PowerPoint (experience with Apple computers a plus)
- The ability to work both within a team and independently

QUALIFICATIONS

The Executive Assistant must engage deeply with a fast-paced design practice. Qualified candidates will have the desire and ability to collaborate across the entire office. They must also interact with many different kinds of outside professionals, from architects and engineers to business developers and academics. Must have 2+ years of prior work experience in an administrative role. At its core, this role is about relationships and making other people's lives easier.

This position requires strong skills in Microsoft Office and Google Apps. Proficiency in Adobe Creative Suite is a plus.

Work hours are in person Monday – Friday from 9am – 6pm.

Compensation includes a competitive salary (commensurate with experience) and a comprehensive benefits package. Reed Hilderbrand LLC is an equal-opportunity employer.

www.reedhilderbrand.com

Reed Hilderbrand is proud to be an Equal Opportunity Employer. We are committed to an environment of mutual respect, and seek to cultivate an inclusive, welcoming, and collaborative community.

Reed Hilderbrand provides equal opportunities for all employees and applicants for employment without regard to race, color, religion, creed, national origin, sex, age, ancestry, sexual orientation, genetics, pregnancy, marital status, gender identity/expression, disability, handicap, military obligations, veteran status or any other category protected by law. Reed Hilderbrand does not tolerate discrimination of any kind and will not allow any form of retaliation against individuals who raise concerns of equal employment opportunity.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.