



Admin Assistant/ Graphic Designer | K+R Design Inc. | Los Angeles, CA

FIRM PROFILE

K+R provides creative design services in architecture, urban design, and urban planning. We work on projects around the world and are among the new generation of smart firms that specialize in providing “knowledge-based” design services. We share a compelling interest in the quality of our surroundings and in the aspirations of all scales of human settlement, large and small, from cities to buildings, and from green-fields to brown-fields. And we believe that teamwork and collaboration offers the best opportunity to tailor solutions that fit the needs of each project. Our expertise includes:

- Architecture
- Urban Design
- Facilities Planning
- Community Planning
- Master Planning and LRDPs
- Regional and Metropolitan Planning
- Programming and Space Planning
- Feasibility Studies

SALARY RANGE

Competitive salary and benefits

JOB DESCRIPTION

K+R Design is seeking a full time position for an Admin Assistant/ Graphic Designer.

Part time option is available for parents looking to work during school hours, and are encouraged to apply. Job involves performing a wide range of tasks including answering phone calls, ordering supplies, bookkeeping, invoicing, paying bills, putting together reports and brochures, maintaining company website, etc.

JOB REQUIREMENTS

- Minimum 1-2 years of relevant work experience required

KRITZINGER+RAO

414 Boyd Street, Suite B, Los Angeles, California 90013 USA

Tel: 213.613.1922 Fax: 213.613.1926

www.kritzinger-rao.com



- College Degree required
- Photoshop/ In-Design experience required
- Quickbooks experience preferred
- General computer proficiency
- Design background a plus

CONTACT INFORMATION

Send resume and references to info@krdesigninc.com with 'Admin Assistant/Graphic Designer Position' in your subject line.

Please no phone calls or walk-ins.

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