

Job Title: Office Manager

Firm Name: Ro Rockett Design [www.rorockettdesign.com]

Location: Los Angeles, CA

Firm Profile: Ro | Rockett Design is a design collaborative interested in improving, re-imagining and creating spaces, landscapes and environments. We aim for our projects to provide and evoke the spectrum of experience from utility to simple joy; places that we want to return to over and over.

Our studios live in Los Angeles and San Francisco (Sausalito), however they function as one, thinking and producing interactively and seamlessly in real-time on all projects.

Our work is centered around modern design with focus on materials, light and site integration. We are currently involved with several high end residential projects in locations across the country, including Aspen, Lake Tahoe, Los Angeles, Marin County and New York.

Salary Range: Negotiable, depending on skillset and experience. We are offering a full-time position and have a comprehensive health and dental insurance program along with a SIMPLE IRA with employer matching. Competitive paid vacation and federal holidays.

Job Description: We are seeking to add qualified team member to our Los Angeles Studio to assist with running the day-to-day activities of the studio. Candidates should have strong design sense and some exposure to the arts or design. Previous experience within a design office with administrative experience is desired. Responsibilities will include: Office Administration, Bookkeeping, Material research and library upkeep, liaising with IT consultant, operations.

Job Requirements: The optimal candidate will have 5-6 years of office administration and bookkeeping experience We prefer candidates who have had at least 3-4 years of continuous experience at a single firm. In addition, candidates should exhibit the following capabilities:

- Bookkeeping experience a must.
- Undergraduate degree
- Be self-motivated with the ability to work independently and cooperatively within the team setting of a small office environment. Multi-tasking is a must.
- Possess strong verbal, written and graphic communication skills
- Excellent organizational skills with a positive, diligent work ethic.

Contact Info: Please Email a PDF document containing your resume and 3 professional references to info@rorockettdesign.com. No Phone calls, please.

To learn more about our team please visit www.rorockettdesign.com