

Job Posting 12.15.11

Administrative Assistant: TAP Architecture, a leading architectural firm in Oklahoma City, has an immediate opening for an Administrative Assistant. The Administrative Assistant is responsible for hospitality, office oversight, clerical assistance, office supplies, filing and other duties. The successful candidate will have a great attitude and a positive upbeat disposition, be well organized, and have a good phone voice and a professional presentation. Minimum requirements include high school diploma supplemented with vocational or educational training in areas of business, graphic design or marketing and proficiency with MS Office products including Word, Excel, Outlook, PowerPoint and Publisher and knowledge of Photoshop, and InDesign. Reliability is of utmost importance. Hours are 7:30a-5:30p Monday thru Thursday and 8:00a-12:00p on Friday.

The position is classified as permanent, full time, non-exempt. TAP provides liberal benefits and is a diverse equal opportunity employer.

Contact Linda McDermid at lmcdermid@taparchitecture.com