

Job Description

Title: Executive Assistant and Office Liaison

Reports into: Director of Business Strategies & Operations

Reports: n/a

About MKThink:

MKThink is a future-forward design firm grounded in spatial intelligence and dedicated to the proposition of “build less, solve more.” We bring together thinkers from a range of disciplines to solve problems at the nexus of architecture, culture, and the environment. Our data-informed solutions improve human performance at less operational, environmental, and capital costs than conventional approaches. Founded in 2000, MKThink practices from the Pacific Edge of San Francisco to the Oceanic Edge of O’ahu.

At MKThink, we believe that we can play a role in helping create a better and more sustainable future by creating intelligent spaces that improve the quality of life. Our staff, and their ability to contribute fully as teammates and individuals, is our greatest resource. We bring together thinkers from a range of disciplines to solve problems at the nexus of architecture, culture, and the environment. Our people have the interdisciplinary skills to contribute to this mission within and across the domains of architecture, strategies, and innovation.

The Position:

We are seeking an exceptionally talented, resourceful, and purpose-driven Executive Assistant and Office Liaison to support the day-to-day operations of the agency.

This role requires attention to detail, understanding of business priorities, organizational skills, meeting tight deadlines, juggling multiple critical requests across internal and external stakeholders, and proactively anticipating needs across the organization. High integrity, discretion in handling confidential information, and professionalism in dealing with senior executives are critical. The ideal candidate will be comfortable in a fast-paced, entrepreneurial, goal-focused environment while maintaining flexibility, empathy, and composure. This individual will administer key operational vendor accounts and professional licensure entities and support communication and organizational efforts to continuously improve the company’s project management discipline. Our three domains include Architecture, Strategy, and Innovation. You will be a key communicator for the leaders’ vision and strategic plan to staff our organization.

This role is a full-time in-office position, with full benefits, based in our San Francisco office on the beautiful Great Highway with spectacular ocean views.

Responsibilities:

- Support executive-level management in the running of the company's operational processes, namely related to fiscal administration (i.e., Accounts Payable, Accounts Receivable/Invoicing, and accounting vendor communications)
- Work in concert with the accounting vendor and our various Cloud-based applications to track finance and staff utilization (timesheets)
- Regularly meet with the hiring manager to review ways to optimize internal processes and communication for efficacy (quality work) and efficiency (cost-saving measures)
- Serve as liaison between leadership and other administrative staff and vendors for adjacent businesses and professional partnerships
- Act as a first-contact liaison to professional service vendors (including but not limited to, IT, HR, Insurance, Licensing and Facilities)
- Support the business management calendar including but not limited to leadership's meeting schedule, staff meetings and when financial reports/invoices are due
- Support the effort to make MKThink a healthy and fun place to work for staff
- Organize, prioritize, and appropriately handle time-sensitive, confidential information and ensure action is taken promptly.
- Track and help drive completion of key deliverables and follow up on outstanding items.
- Research and cost-effective schedule options for domestic and international travel., if applicable
- Support programs representing our vision and philosophy
- Lock doors and set the alarm at end of every day (5pm)
- Handle miscellaneous security related activities (e.g., cameras, new keys, etc.) and office technology (e.g., check operation of shared office tech)

Basic Qualifications

- Experience with Microsoft Office products and applications
- 3+ years of executive assistant experience
- 3+ years of experience in a professional services environment
- Familiarity with accounting processes such as Accounts Payable and Accounts Receivable.
- Excellent verbal and written skills.
- Bachelor's Degree or equivalent experience

Preferred Qualifications

- A passion for Design and Community. Growth mindset
- A highly motivated, organized individual who operates with minimal supervision
- Team-oriented philosophy, and problem-solving skills
- Grace under pressure, the ability to switch gears at a moment's notice,
- Proactive rather than reactive while dealing with challenging situations

To Apply:

Please submit the following to careers@mkthink.com:

- Cover letter describing your fit for the role, and the type of work you want to do
- Resume