



JOIN OUR TEAM

Office Manager

MMW Architects is seeking an experienced Office Manager to handle day-to-day operations of the office, perform a range of bookkeeping tasks, and provide general HR administration and customer service. These duties include vendor coordination including: working with IT vendors, contractors, building maintenance, and support for internal and external events. The ideal candidate will have at least 5 years experience in Office management and accounting. The position requires leadership skills and offers opportunities for growth in HR, marketing, and business management.

MMW Architects is dedicated to contributing positively to the built environment while working in harmony with the natural environment. We believe Architecture has the power to make a positive difference in the world and are committed to creating design solutions that contribute to that philosophy in all of our work. We provide an inclusive environment for all employees and believe in the celebration of diversity in our firm and our work.

Our office is in Missoula, Montana. Missoula is surrounded by spectacular natural beauty in the mountains of Western Montana at the confluence of three rivers. It is a vibrant college town where outdoor adventure and urban amenities meet. From MMW's office in downtown Missoula, you can hike up a mountain in the morning, swim in the river at lunch, and take in a concert in the evening.

Contact

No phone calls please

Send cover letter, resume, portfolio to: mmw@mmwarchitects.com

Qualifications

- Bachelor's degree in business or accounting fields preferred
- General knowledge in the construction field
- Adept with multiple software systems including: Outlook 365, project management, accounting, and phone systems
- Strong organizational and time management skills
- 5 years experience in office management
- Experience in customer service

Job Type: Full-Time

Benefits

- Health insurance
- Health savings account
- Vision available
- Life Insurance
- Paid time off
- Retirement plan

Schedule

- Monday through Friday
- 8-hour shift