

60 Years of Ideas

THE RESPONSIBILITIES

- Provide Administrative Support to Principals, Studio Leaders and Team Members as needed:
 - Office management, event and meeting coordination
 - Reception desk functions with minimal telephone answering
 - Industry event registration and licensure application monitoring
 - Travel planning, coordination, and monitoring
 - Prepare contracts using MS Word and AIA Document Software
- Provide Marketing Support as needed:
 - Preparation of Statements of Qualifications, Proposals, and Interview Materials
 - Coordinate/Communicate activities with Marketing Coordinators and Managers in other offices
 - Update and keep current Marketing Collateral (Resumes; Project Sheets; Brochures; Photography)
 - Update company website
- A person who understands the importance of working as a team with staff at various levels
- High level of emotional intelligence
- Excellent attitude
- Personable / Collegial
- Results-driven and collaborative
- Well-Organized
- A person who can have fun and inspires others to have fun also



THE OPPORTUNITY - Administrative / Marketing Assistant - Washington DC Area

RNL is presently seeking an Administrative/Marketing Assistant for our Arlington, VA office who possesses outstanding communication and collaboration skills and the ability to oversee multiple projects and deadlines. This is a great opportunity for an experienced team player with well-rounded office skills.

RNL offers a competitive salary and benefits package, as well as a professional and collegial culture. RNL employees are passionate about what they do and that translates to a culture of high performance and superior client service. We are an employee owned company that has had an ESOP in place for 30 years. In addition, RNL is one of the few architecture and design firms to have achieved Certified B Corporation status, as a validation of our commitment to improving the quality of life of both our employees and the communities we serve. In 2016 we were honored as one of the Best for the World Workers.

ABOUT US

RNL is an international architecture, interiors, landscape, planning and lighting design firm with more than 130 professionals in offices located in Denver, Los Angeles, Washington DC, and Abu Dhabi, UAE. RNL prides itself on a progressive culture with people who enjoy their jobs, strive for quality design, commit to superior client service and participate in a multi-discipline approach to problem solving. As a member of the US Green Building Council, and with more than 60 LEED accredited professionals, RNL is deeply committed to environmental stewardship through sustainable design practices. We are also recognized among our peers as the nation's #5 ranked transit design firm. Our focus is on providing transformational design solutions that exceed our clients' aspirations through collaboration and understanding.

RNL Design is an EEO/AA Employer, Female/Minority/Veterans/Disabled/Sexual Orientation/Gender Identity, and provides reasonable accommodation for qualified individuals with disabilities in our job application and hiring process. If you need reasonable accommodation, please contact RNL at 303-295-1717. RNL participates in E-Verify. We invite all applicants to complete and submit with their resume the three Affirmative Action forms found on our website.

To apply, submit a resume in PDF format no great than 10MB and a portfolio of marketing experience directly to: human.resources@rnldesign.com. To learn more about the firm, visit our website: www.rnldesign.com; twitter feed: @RNLDdesign; or facebook page: @RNLDdesign

www.rnldesign.com

Washington DC
Studio

RNL



THE CREDENTIALS

- 2 – 4 years' experience
- Experience in the architecture, engineering, or construction industries preferred.
- An excellent working knowledge of Word, Excel, Outlook, InDesign, Photoshop, and PowerPoint is required. A computer skills test may be administered.
- Some experience with graphic design and layout preferred.
- Experience in the compilation of proposals in response to RFPs, specifically in Adobe InDesign, and knowledge of SF330 forms is a plus.
- Excellent writing and communication skills are desirable.
- Extremely organized and flexible; able to handle multiple tasks simultaneously.
- Bachelor Degree strongly preferred.
- The ideal candidate is a quick learner, self-starter, team player, and capable of working with a variety of personalities and professional styles.

