

Careers

southwick.
architecture + interiors

Principal's Assistant

Who we are:

- Disrupters. Intuitive, ambitious, driven, focused and responsive design led Architects and Interior Designers.

Why Southwick:

- Because we are reinventing the food and beverage scene in Charlotte and the Southeast. We are searching for talented individuals, irregardless of project experience, to bring their collective vision and passion to make an immediate impact in our growing firm.

Who this position is for:

- A critical thinker who is motivated to working in a creative environment.
- Someone who is organized, motivated, and able to wear many hats.
- An individual who is eager to learn how the firm operates by supporting the Principal's needs.

What is expected of you:

- Administrative Support - Managing the Principal's schedule and office calendar
- Project coordination - Coordinating project deadlines, taking meeting notes, and follow up
- Office Administrative Support - Oversee the day to day of the office, ordering supplies and maintenance.
- Office Pipeline - Assist Principal in creating project budgets, proposals and agreements
- Marketing - Coordinating project photography, updating social media and the firm's website.

Criteria + requirements:

- Bachelor's degree or equivalent experience in Architecture, Business Administration, or related field.
- Minimum 2 years' experience at an architecture or interior design firm.

What we offer:

- Competitive Salary + Benefits
- Paid time off + holidays
- Equal Opportunity Employer

For more information on our studio please visit www.southwickai.com

apply by sending cover letter, CV/Resume to info@southwickai.com



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