

Job Title:	Executive Assistant (Onsite)
Company:	Identity Architects 111 Travis St. Houston, TX 77002 713.595.2150
Level/Salary Range:	5years+
Accountable to/for:	President
JOB DESCRIPTION	
<p>Position: Executive Assistant</p> <p>We're looking for an exceptional Executive Assistant to support the President of our architecture firm. This is someone who has supported a CEO or President and is comfortable owning both executive support and office operations. You'll be the President's right hand, the face of the office, and the person who ensures everything—from meetings to the front desk to the overall workspace—runs flawlessly.</p> <p>About Us: Identity Architects is a dynamic architectural firm dedicated to creating innovative and sustainable designs that inspire and enrich communities. We believe in fostering a collaborative and supportive work environment where all team members' contributions are valued and respected.</p> <p>Position Overview: As an Executive Assistant at Identity Architects, you will be supporting the firm's leadership and ensuring the smooth operation of the office. This position provides high-level, strategic administrative support to the President while also overseeing front office and day-to-day office operations. The role serves as a key point of contact for internal and external stakeholders and is responsible for maintaining a professional, organized, and welcoming office environment.</p>	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Minimum 5-7years of experience supporting a CEO, President, or senior executive • Prior experience in an architecture, construction, engineering, or professional services firm strongly preferred • Proven ability to manage both executive-level support and office operations simultaneously • Exceptional organizational, time management, and multitasking skills • Strong written and verbal communication skills • High degree of professionalism, discretion, and emotional intelligence • Proficiency in Microsoft Office • Comfortable in a role that blends strategic executive support with hands-on office management 	

Key Responsibilities:

- Provide high-level, proactive executive support to the President, including complex calendar management, meeting coordination, travel planning, and expense management.
- Act as a trusted partner and gatekeeper to the President, managing communications, priorities, and confidential information with discretion and professionalism
- Anticipate executive needs and independently resolve scheduling, operational, and administrative challenges
- Serve as the primary reception presence for the office, greeting guests and creating a welcoming first impression
- Prepare and edit correspondence, presentations, reports, and briefing materials with exceptional accuracy and attention to detail
- Serve as a primary liaison between the President and internal teams, clients, consultants, and external partners
- Oversee front office and office operations, including receptionist coverage and day-to-day office functionality
- Ensure the office environment is organized, polished, and reflective of a professional, design-focused firm
- Manage office systems, supplies, vendors, and service providers to support operational efficiency
- Support additional leadership initiatives, special projects, and administrative needs as required

Benefits:

- 401k Retirement Plan
- Paid Time Off (progressive)
- Birthday Holiday (*on top of other approved company holidays*)
- Medical, Dental and Vision Health Insurance
- Weekly and Monthly companywide engagement activities
- Opportunities for professional development

Company Culture

The Identity Architects' team is a diverse group of professionals with a wide range of credentials and includes a database of experts we work with daily. Our people understand that no one person has all the answers to the complex environment. At Identity Architects we have a "no doors" policy. We have no doors in our studio and all employees are encouraged to constructively engage in any conversation regardless of invitation, status, or expertise. Concise communications and our open culture designed to share knowledge are key to our ability to create, innovate and bridge gaps between the "Big Picture" and the "Details."

In 2003 David and Keenon solidified their successful partnership; today they proudly represent Identity Architects Inc, a firm dedicated to positive client experiences through a disciplined and engaging process with high quality results.

Core Values

Create

We are creative designers, thinkers, and problem solvers. We create value, produce exciting designs, deliver unique solutions.

Care

We care about the details and individuals. As professionals, we take pride and care about what and how we deliver successful collaborations.

Communicate

Clear, responsive, and honest communication. Effective communication builds relationships, efficiency, and satisfaction.