

Position EXECUTIVE ASSISTANT	Full Time / Part Time / Temp FULL TIME, ON-SITE	Timeline ASAP
Send Applications to CAREERS@MNDPC.COM	Salary Range \$65,000 - \$75,000	

Job Description

ROLE SUMMARY

Working as a complement to the Managing Partner, and alongside the broader leadership team, the Executive Assistant will play a key role in supporting the vision and strategy of the company as well as overseeing the day-to-day activities of the MP to ensure that we are demonstrating excellence with ease as the company scales. In particular, the Executive Assistant will primarily be focused on managing a variety of client engagements.

RESPONSIBILITIES

- Act as the point of contact among leadership, employees, clients and other external partners
- Manage information, including sensitive matters, in a timely, accurate and discrete manner
- Work closely and effectively with leadership to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Manage leaderships' calendars by planning and scheduling business and personal meetings and conferences, both in-person and virtual
- Compose and prepare correspondences, arrange detailed travel plans, itineraries and agendas
- Prepare for meetings, including preparing meeting materials, keeping track of meeting progress and follow up items, write minutes, and preparing and revising correspondence and other documents, as necessary
- Work closely with marketing team for internal and external communication
- Manage CRM and database entries
- Oversee the performance of other clerical staff
- Act as an office manager by keeping up with office supply inventory, welcoming visitors, and answering and directing telephone calls
- Maintain various records and documents for company executives
- Be accessible for after-hours travel, scheduling, and other needs if needed
- Pick up deliveries and run errands as needed

EXPERIENCE / QUALIFICATIONS

- Approaches business with care and compassion with focus on accountability and results
- Values relationships with team members, clients and vendors
- Outstanding organizational and time management skills, creative and willing to take initiative and work independently
- Detail-oriented
- Ability to multitask
- Excellent verbal and written communications skills
- Proficient in Google Workspace; Adobe suite and CRM system familiarity a plus
- 3 year work experience as an Executive Assistant, Personal Assistant, Chief of Staff or similar role a plus
- Self-starter and problem solver
- Have a team ethos and love working with people
- Precise and meticulous

**MODELLUS NOVUS® THE WOOLWORTH BUILDING
233 BROADWAY, SUITE 2180 NEW YORK NY 10279
MODELLUSNOVUS.COM**

ABOUT MN

Modellus Novus is an architecture firm creating spaces that shape and define culture. Our New York City-based team is led by individuals united not only by our diverse backgrounds and perspectives but an optimistic commitment to designing spaces for the many.

MN seeks to redefine access to exceptional design. From the most public cultural institutions to private homes, our work prioritizes the experience of all users of a space. These excellent experiences are driven by precise, pragmatic and daring decisions – regardless of project size or type.

Diverse perspectives are pivotal to our work, and we partner with clients who share our belief that great design should not be elusive nor exclusive. For us, architecture is a collaborative effort between those who create and those who experience. We design for where those moments meet.

MN VALUES

The team. The team. The team. – We are diverse, empowered, aligned, together.

A brick is a brick. – Don't force things to be what they are not, let it be itself.

Get your hands dirty. – We are not afraid to do what it takes to get it done.

Take care. Give care. – Care about what you are working on, how you are working, and who you are working with.

Always composed. – Be calm and make it appear effortless.

This world is ours. – Working towards a shared future. Take care of this world.

No assholes. – None.

BENEFITS

Competitive local salary, based on experience, skill and ability. Participation in office benefits program, including:

- Healthcare plans, partially covered by MN
- Dental and Vision plans, fully covered by MN
- 401K
- Commuter benefits
- Annual bonuses
- Paid time off
- Summer Fridays
- Family paid leave
- Professional development
- Quarterly lunches with management
- Quarterly team updates
- Team interest groups
- Monthly and quarterly team events
- Annual team offsite retreat
- Growth trajectory for high performers
- Strict no asshole rule