

Office Manager

Blackline

www.blacklinestudio.net

Indianapolis, Indiana

Blackline is a 16-person architecture and interior design studio based in energetic Fountain Square near downtown Indianapolis. We create engaging places for people to live, work and play.

We need an Office Manager that is a design-loving self-starter with strong experience in bookkeeping, office operations, HR and supporting a growing firm full of talented people. Strong preference to candidates holding a degree in business, marketing, or graphic design. This position will have a broad range of responsibilities and report directly to firm principals while providing support to all staff. Blackline's team approach means that candidates should be flexible, adaptable, and welcoming of new opportunities.



Expertise using QuickBooks Online, Adobe Creative Suite, and Microsoft Office 365 Suite is essential. Additional software knowledge in Bluebeam, SketchUp, AutoCAD, REVIT, or AIA Contract Documents would be helpful but not required.

This is a full-time, in-office/in-person position, with remote work capabilities occasionally required. Candidates must have reliable transportation, maintain a valid Indiana Driver's License, be eligible to work in the United States (candidates are E-verify processed), and be fluent in written and spoken English. Jobsite or client visits, errands, and deliveries are expected.

Salary will be in the range of \$20 to \$24 per hour based on experience and capabilities. Blackline offers generous Paid Time Off, 50% paid Health Insurance, Vision/Dental benefits, and matched retirement contribution (details available at offer stage). We aspire to continual improvement through continuing education, support for professional participation and volunteering.

To apply, please email your cover letter and resume as a single PDF to perkins@blacklinestudio.net Please no calls.

Blackline is an equal opportunity employer. Employment decisions are based on merit, qualifications, abilities, and business needs and not on race, color, religion, sex, national origin, age, physical or mental disability, marital status or any other characteristic protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws and regulations.