



Job Title: Administrative Assistant & Receptionist

Location: On Site (Fort Wayne, IN)

Hours: Full-Time, Monday through Friday, 7 AM to 4 PM

About Our Company:

Barton Coe Vilamaa is an architecture and engineering firm of approximately 25 employees with over 55 years in business serving clients throughout central and northern Indiana. Our design practice is service focused and includes architectural, mechanical, and electrical design professionals along with other critical support staff.

Job Description:

Join us as an administrative assistant, where you'll play an essential role in supporting our team and ensuring smooth operations across various departments. This is an exciting opportunity for a detail-oriented individual who thrives in a collaborative environment and is eager to make a meaningful impact. We'd love to hear from you if you're organized, proactive, and ready to grow with us.

Job Responsibilities and Tasks:

- Manage daily administrative tasks, including answering phones, scheduling, and organizing documents.
- Help coordinate team meetings and events.
- Assist in project management by tracking deadlines and facilitating communication.
- Liaise with vendors and clients, providing excellent customer service.
- Assist with construction related administration including organization, compilation, and transmission of project documents and submission of permit applications.

Required Skills and Qualifications:

- Proven experience as an administrative assistant or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- High school diploma or equivalent; associate or bachelor's degree considered a plus.



- Administrative and document handling experience in building design and/or construction related fields is preferred.

Salary: Based on experience and qualifications.

Company Benefits:

- Employer-sponsored health insurance (premiums partially funded) with additional elective dental and vision insurance available (premiums paid by employee).
- Generous paid time off and sick leave.
- 401(k) retirement plan with company contribution.
- Professional development opportunities.

Application Information:

Ready to join our team? Then apply now by submitting your application, including your resume and a cover letter to bohlender@bartoncoevilamaa.com or 260-489-9079. Candidates selected for consideration will be contacted for an initial interview, followed by a second interview if applicable. We look forward to receiving your application.