



Executive/Personal Assistant

kc|ID, LLC is a boutique full-service interior design firm in Austin, TX that specializes in high-end residential, multi-family/student housing, and commercial projects ranging from hospitality to private healthcare offices. We are currently looking for a part-time Executive/Personal Assistant with at least 3 years of experience in a similar role. Exact hourly pay range will be based upon Candidate's experience and skill level; kc|ID does provide paid time off, company holidays including employee birthday, continued education units, philanthropy opportunities, team building events, a SEP-IRA (following 1 year of employment), merit-based bonuses and monthly cell phone/mileage reimbursement. We do not provide healthcare at this time.

This part-time position offers an incredible opportunity for an energetic, self-motivated, highly organized, detailed, and dedicated individual looking to be a part of a friendly and well-respected team while working in a fast paced, creative environment.

Expenses associated with the interview process and/or moving and relocation expenses will be the applicant's responsibility.

Responsibilities related to :

The Executive/Personal Assistant will work directly with our Owner, Kelle Contine, as their main supervisor. Intermittent work with our Studio Director for Operational efforts will also be included.

- Act as a liaison for the team at large with Owner, including managing and directing information flow throughout the company as well as with key external contacts. Coordinate correspondence, responses/feedback, and scheduling between Kelle Contine and team.
- Assist Owner with overall schedule, project planning, balance of general business needs with design project requirements.
- Compliance and renewals of various licenses, including CEU tracking and scheduling for Owner and other Senior design team members.
- Assisting in miscellaneous business efforts, such as insurance audits, business documentation required by clients and/or consultants, invoicing follow ups and accounts receivable management, etc.
- General filing and maintenance of company documents, both digitally and printed.
- Assist with Operational items such as running reports of team time/billability, updates to workload forecast based on submitted proposals, analysis of quarterly statements, software updates/review, and other needs as requested by Studio Director and Owner.
- Daily management and check in of team adherence to office policies, including deep understanding of handbook for team assistance.
- Provide support in relation to new hires, ongoing personnel organization/upkeep, and general potential HR duties as directed by Kelle Contine or Studio Coordinator.
- Coordination with business consultants, such as bookkeepers, attorneys, bank representatives, etc for any communication needs, document processing, and other correspondence.
- Travel scheduling and event coordination for Kelle Contine and team as required, including for projects, team travel/trade shows, marketing efforts, team building events, and personal needs by Owner.
- Provide general support related to all aspects of Kelle Contine's day, including possible personal errands and family needs.
- Maintaining daily timesheet entries are required, as well as monthly mileage and expenses tracking/reporting.

Within 60-90 days of hire and training, a performance evaluation of skills and contributions will be held to determine any additional responsibilities based on capabilities and available opportunities. This may include offer of additional hours to part time work week, upon mutual agreement.

The ideal candidate will have:

- Minimum 3 years of experience working in a similar role, ideally within a creative industry and/or a professional service firm.
- Bachelor's degree preferred; high-school diploma or GED acceptable with extended experience.
- Experience/Proficiency in Adobe PDF, Quickbooks Online, Microsoft Office Suite (Excel, Word, Outlook, Powerpoint), Slack preferred.
- Excellent written, verbal and aesthetic communication skills.
- A positive and constructive attitude with focus on productivity, growth, and general wellbeing of the company as a whole.
- Familiarity with Function Fox timekeeping software a plus.
- The ability and willingness to travel intermittently for company efforts, such as trade shows. Typically, travel can run anywhere from 1-3 days and is planned a least 1-2 weeks ahead of time, if not months.
- Familiarity with Mac equipment – kc|ID is a Mac based firm.
- Steady and reliable personal transportation, as well as Driver's License and clean driving record. Errands, meetings, picks ups and other efforts require consistent access to a vehicle.

The ideal candidate will be:

- Able to work on a part time basis with set office hours, average of 32 hours/week. Most time to be completed within kc|ID office with any requested remote hours available on a case-by-base basis.
- Able to attend intermittent after-hours networking events on behalf of or with Kelle Contine (time to be paid).
- Flexible with daily to-do list and able to adjust at a moment's notice; willing and able to focus on tasks with various priority levels at a time.
- A planner who can complete tasks on schedule, including strong self-prioritizing and time-management skills with little to no supervision.
- Detail oriented and highly organized; offers excellent analytical and problem-solving skills.
- Highly communicative and collaborative; able to thrive in both individual and team environments. This position will have a desk area removed from main team due to sensitive nature of certain role elements, but working elsewhere in office and interactions with team is encouraged when not working on/with confidential information.
- Honest and trustworthy; this role will be involved in confidential aspects of the business and should be able to compartmentalize socialization with team members and private work on sensitive tasks. (This role will require sign off of a Non-Disclosure Agreement.)

Please submit work samples along with your resume and cover letter to careers@kellecontine.com with the subject line: "Executive Assistant Application". References required. Submissions that do not include all of the items stated above will not be reviewed.