

Office Operations Coordinator:

About the Job:

K. Norman Berry Associates Architects (KNBA) is seeking a highly organized, dependable, and people-oriented professional to help support the day-to-day operations of our Louisville office.

This position is ideal for someone who enjoys keeping an office running smoothly, supporting a team of professionals, coordinating administrative tasks, and assisting with light bookkeeping and office management responsibilities. We believe this role is likely best suited for a part-time schedule of approximately 25-30 hours per week, though hours may be adjusted based on experience and firm needs. This is an in-person position located in our downtown Louisville office.

About the Role:

The Office Operations Coordinator serves as a central resource for staff, leadership, visitors, and vendors. The position combines office administration, meeting coordination, onboarding support, facilities coordination, record management, and light bookkeeping assistance.

The successful candidate will be someone who enjoys organization, takes initiative, communicates professionally, and can manage a variety of responsibilities with accuracy and attention to detail.

Key Responsibilities:

Office Administration & Team Support

- Provide administrative support to principals and staff.
- Welcome visitors and assist with incoming calls and inquiries.
- Coordinate meeting logistics, including scheduling, room setup, catering, and cleanup.
- Assist with preparation of firm events, staff gatherings, and client meetings.
- Manage office supplies, kitchen supplies, and general office needs.
- Coordinate with vendors, building management, and service providers.
- Maintain organized digital and physical filing systems.
- Process mail, packages, and deliveries.

Bookkeeping & Administrative Support:

- Assist with onboarding activities for new employees.
- Help maintain employee files, records, and administrative documentation.
- Support internal communications related to office procedures and administrative deadlines.
- Assist with employee celebrations, recognition events, and office culture initiatives.

Office Coordination:

- Help identify opportunities to improve office organization and efficiency.
- Maintain office procedures, forms, and recurring administrative processes.
- Coordinate facility maintenance requests and office upkeep.
- Assist leadership with special projects as needed.

Qualifications Required:

- 2+ years of experience in office administration, administrative coordination, bookkeeping support, or a similar role.
- Strong organizational and multitasking abilities.
- Professional communication skills, both written and verbal.
- Proficiency with Microsoft Office (Outlook, Word, Excel, Teams).
- Ability to maintain confidentiality and exercise sound judgement.
- Strong attention to detail and follow-through

Preferred:

- Experience working in a professional services environment such as architecture, engineering, construction, legal, accounting, or consulting.
- Familiarity with bookkeeping or accounting software, such as QuickBooks, Ajera, or similar systems.
- Experience supporting onboarding or HR-related administration.
- Notary Public certification or willingness to obtain certification.

What We're Looking For:

- Enjoys helping others succeed.
- Takes pride in being organized and dependable.
- Can anticipate needs before problems arise.
- Is comfortable juggling multiple responsibilities.
- Thrives in a collaborative professional environment.
- Wants to become a valued member of a close-knit team.

Schedule & Compensation:

- Anticipated schedule: Approximately 25-30 hours per week.
- In-person at KNBA's Louisville office
- Compensation commensurate with experience

Christin Dues

MARKETING MANAGER

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