



Administrative Assistant

Experience: 2+ years

Job Type: Full-time

Education: Bachelor's degree (minimum requirement) in a related field

Location: Cincinnati, OH

About Us

At Site Pieces we design and manufacture thoughtfully crafted site furnishings that enrich outdoor environments and allow you to enjoy the space you're in. We work on exciting landscape and architecture-driven projects where we collaborate with amazing design professionals. We are looking to grow our team to include an Administrative Assistant that will work closely with us and play a crucial role in what we do.

Core Values

- Good design is in everything that we do.
- We believe less is more and like to keep things simple.
- Our glass is always half full, and we like to focus on the positive side of everything.
- Do better. Take what is expected and elevate the standard.
- Be curious, be honest, be humble, and take nothing for granted.
- Continuous improvement and looking for ways to enhance what we do is a never-ending pursuit.

About The Role

We are seeking a highly organized and detail oriented Administrative Assistant to join our team and provide essential support in managing financial transactions, invoicing, and other general administrative tasks. This role requires a candidate who can efficiently manage multiple tasks, communicate effectively, and ensure the financial aspects of our projects are accurately documented and processed. Site Pieces is a relatively young company, so we are looking for someone who can wear several hats and has the desire to grow into a larger role within the company.

Who You Are

- You should be highly motivated and a self-starter.
- Excellent communication skills.
- Excellent grammar and writing skills.
- Ability to work well independently and collaboratively within a team.
- Enthusiastic attitude with a friendly, open personality.
- Understands and cares about the importance of representing a brand - you could be someone's first interaction with Site Pieces.

be bold. be subtle. be you.



22 W Elder
Cincinnati, OH 45202

3575 Ringsby Ct. #418
Denver, CO 80216

800.484.0797
hello@sitepieces.com



What You Will Do

- Invoicing & Bookkeeping - generate and issue invoices to our clients in a timely manner while verifying the accuracy. Maintain accurate financial records, categorize expenses, and resolve any discrepancies.
- Purchase Orders - prepare purchase orders for projects and collaborate with our sales and project management teams to ensure the correct information is being turned over to production.
- Manage Payments - receive and process incoming payments so that they are logged for the correct project.
- Interaction with Contractors & Clients - act as the primary point of contact for contractors and other clients in relation to any accounting matter.
- General Administrative Support - handle incoming calls, emails, and other communications, directing them to the appropriate person. Manage office, assist in coordinating meetings, conferences, and other travel arrangements.

Ideal Experience and Qualifications

- Bachelor's degree in Business Administration or Accounting is preferred.
- Previous experience in a similar role with exposure to bookkeeping duties.
- Proficiency with Quickbooks and Microsoft Office Suite applications.
- 2+ years professional experience.

Everything you see here are 'nice to have' credentials, we are open to everyone and welcome candidates with unique and diverse backgrounds. We see the value in a dynamic individual and always love connecting with people that have an interest in joining our team.

Benefits

- Competitive Salary
- Paid Time Off
- Paid Holidays
- Flexible Work Schedule
- Health Insurance

To Apply

Submit your resume or portfolio to hello@sitepieces.com

For more information visit sitepieces.com or follow us on [Instagram](#)

Site Pieces provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, or veteran status.

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