



**R G Architects** is seeking motivated individuals interested in joining our team-oriented architectural practice as an Administrative Assistant.

Located in Middletown, **RGA** provides architectural and planning services for a variety of building types, such as K-12, Collegiate, Justice as well as historic structures in and around Delaware. Please visit our website to learn more about our team.

Experience in design and documentation of educational and institutional projects a plus.

Send email to: [careers@rgarchitects.net](mailto:careers@rgarchitects.net)

### **Qualifications & Skills:**

- Good Organizational Skills
- Professional & Personable
- Excellent Communicator
- Microsoft Office proficiency

### **Duties:**

- Answer telephone calls
- Greet visitors/clients
- Assist staff with various tasks
- Run office errands

### **Benefits:**

- Competitive Salary
- Health/Dental/Vision/Dis./Life
- 401k Plan
- Profit Sharing