



GETTLIFFE ARCHITECTURE

Artful, Sustainable Design for Residential, Commercial and Community Projects

Are you interested in working with a multicultural and dynamic architecture firm that creates artful, inspiring, and sustainable designs that enhance people's quality of life? We are currently seeking a highly motivated, organized, and enthusiastic person to be our Marketing Coordinator / Administrative Assistant.

Our international team is energetic and passionate about our work. Our design values include designing with light, authenticity, architectural clarity, instilling a sense of joy in our projects and the collaborative process, and connecting people to Nature through architecture. We design beautiful, unique custom homes and remodels, commercial spaces that are great to work in, and we are also emphasizing an expansion of our design efforts internationally.

Marketing tactics will include website and blog management, search engine optimization, establishing strategic alliances, client meetings preparation, graphic design, award & publication submissions, and more. Technical requirements include being comfortable in a Mac environment and exhibiting proficiency with the Microsoft Office suite and Adobe Photoshop. Knowledge of HTML / web programming and Aperture are a plus. We would be interested in knowing about your international experience and foreign language abilities. A desire to be involved in the design profession and understanding the significance of the work we do is important.

Our ideal candidate is someone who:

- Has an educational background in Marketing, Communications, or other related field
- Has 2-3 years related professional experience
- Enjoys taking on responsibility and working independently, but who also works well as part of a team
- Is a fast learner and enjoys ongoing learning and research
- Enjoys interaction with people, communicates in a respectful manner, and carries a positive, professional attitude at all times
- Has experience with and is very comfortable answering the phone
- Is interested in and can stand behind our shared values in our work and in the way our studio operates
- Is social media savvy and enjoys writing creatively

If this sounds like a position you are excited about, email a cover letter and resume to info@gettliffe.com.

