*Administrative Intern*

**Are you looking to elevate your career?**

Inform Design is an award-winning Architecture and Interior Design firm based in Honolulu, Hawaii. We are looking to expand our team with a bright Administrative Intern to assist our Senior Project Managers and Directors in the day-to-day administrative tasks of architecture and interior design projects. If you identify with description below, please submit your resume. We look forward to hearing from you!

Are you a self-starter, multi-tasking person, who is detail and task oriented and has high organization and communication (verbal and written form) skills?

**Requirements:**

* A general background and understanding of the profession and of building construction.
* Experience: 4+ years working in an architecture/interior design or engineering firm

**Responsibilities:**

* Support our project management staff through interface with project resources such as project engineers, contractors, clients, suppliers, other outside resources such as graphic designers, sign designers, technical drawing and specification writers.

Education: Associate degree preferred

Job Type: Full-time

Salary: $38,000.00 - $60,000.00 per year

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Employee assistance program
* Health insurance
* Life insurance
* Paid time off
* Professional development assistance
* Referral program
* Retirement plan
* Tuition reimbursement
* Vision insurance

Schedule:

* 8 hour shift
* Monday to Friday

Supplemental pay types:

* Bonus pay

Work Location: In person