

Job Title: Studio Administrator

Company: Lucas

Location: Seattle, WA

We welcome applicants seeking a full-time, in-office position.

Lucas is a Seattle-based design studio specializing in high-end residential architecture and interiors. We are seeking an organized and detail-oriented Studio Administrator to join our team. The Studio Administrator is responsible for the smooth day-to-day operation of the studio environment; ensuring our space runs efficiently, remains organized, and reflects the firm's standards in presentation and experience.

Key Responsibilities:

Studio Operations & Environment

- Oversee daily opening and upkeep of the studio, ensuring all spaces (interior and exterior) are clean, organized, and presentable.
- Ensure kitchen and office supplies are ordered and replenished in a timely manner.
- Manage garbage and recycling, ensuring spaces are kept clutter free.
- Oversee all building management tasks. Coordinate with vendors and service providers as needed to maintain equipment and internal systems.
- Maintain studio organization systems and support implementation of office protocols.

Office Administration & Team Support

- Answer phones, manage incoming inquiries, and direct communications appropriately.
- Maintain the studio calendar, including internal meetings and events.
- Provide administrative support to Principals and Senior Designers (travel booking, itineraries, scheduling, errands).
- Assist with basic bookkeeping coordination as it relates to studio expenditures. (organizing receipts, invoices, and documentation for the accounting team).
- Support new client intake logistics and internal documentation.
- Assist principals in the onboarding for new employees, including workstation preparation and adherence to organization policies and protocol.

Logistics, Deliveries & Inventory

- Manage all incoming and outgoing mail, packages, and courier services (FedEx, messengers, etc.).
- Receive, open and organize deliveries; coordinate with team on distribution or storage.

- Assist with Lucas product inventory, including organization of furniture, materials, and accessories as needed.

Client & Guest Experience

- Serve as the first point of contact for clients, vendors, and visitors.
- Ensure a welcoming and professional studio experience (greeting guests, offering refreshments, coordinating meeting setup).
- Support in-studio meetings, lunches, and small events from a logistical standpoint.