

Openings at Board & Vellum

Operations & Administration Job Listings

Would you like to join our team?

Board & Vellum is an engaged group of design professionals, collaborating on single-family, multifamily, commercial, and civic projects. Creating spaces and communities people love is why we get up in the morning. With architecture, interior design, and landscape architecture teams in-house, we thrive on building integrated teams to design and deliver beautiful, thoughtful projects.

We believe in building stories, not just spaces. Our work is deeply rooted in creating environments that connect with the people who experience them. At Board & Vellum, you'll find a supportive team that values collaboration, humor, and the joy of great design. We offer competitive pay, benefits, and a flexible work environment. You'll also have opportunities for professional growth and mentorship as part of a team that celebrates curiosity and learning.

If this sounds like your next chapter, you just may be a great fit for our team. Open positions are listed below. For each, please consider the General Qualifications, as well as the role-specific qualifications included in each open job listing. We can't wait to meet you and see how your skills and passion will contribute to the Board & Vellum story.

General Qualifications

- Proficiency in Microsoft Office, along with a general comfort with technology. Bonus points for proficiency in Airtable and Adobe InDesign.
- Excellent written and verbal communication skills.
- Proactive, engaged, and able to handle multiple projects and tasks.
- Passionate about asking questions and engaging in critique.
- Dedicated to a practice of constant learning and continuing education.
- Ability to thrive in a collaborative, cross-disciplinary, creative environment.

Let's Get into the Details

We value flexible working hours, treating each other with respect, having fun, bad jokes, and speaking in a language our clients can understand.

We offer competitive salary and benefits including medical, dental, vision, life, and disability insurance; paid professional memberships; 401k matching; paid time to volunteer in your community; four weeks of vacation; holiday and discretionary time; free ORCA pass; wellness reimbursement; and a bunch of damn great people to work with. Board & Vellum is a dog-friendly office, and a non-smoking environment.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status. Compensation will be commensurate with professional work experience. Our opportunities do not offer visa support.

Accounts Coordinator & Studio Host

Board & Vellum is looking for an awesome person to join us as our Accounts Coordinator & Studio Host. We're seeking someone who finds genuine satisfaction in keeping things running beautifully: the kind of person who is highly organized, sharp on the details, and moves easily across multiple systems and teams.

You'll play a key role in keeping our financial tracking accurate, supporting project teams, and making sure the studio feels polished and welcoming every day. This is a billing-first role. As Accounts Coordinator, you'll take ownership of the firm's invoicing and accounts receivable process, which we anticipate will be about 60% of your time. As Studio Host, you'll help maintain a warm, organized, and professional studio environment while supporting the daily operational needs of our team, which makes up the other 40%.

The position is full-time and in-office in our home in Seattle's iconic Smith Tower in Pioneer Square, where you'll work alongside architects, interior designers, and landscape architects in a collaborative, multidisciplinary studio. Salary commensurate with experience, range: \$65k-\$78k.

What You'll Do: Billing & Accounts Receivable

- Prepare and draft invoices, coordinate approvals, and issue to clients.
- Track and follow up on outstanding receivables.
- Respond to client billing inquiries with clarity and professionalism.
- Coordinate with accounting on payment tracking and reconciliation.
- Track subconsultant invoices and payments.

- Support administrative items such as business licenses and reporting.
- Other duties as required.

What You'll Do: Studio Host & Office Operations

- Maintain a welcoming, professional studio environment.
- Support staff with meeting and conference room readiness.
- Assist with planning, setup, and logistics for presentations and internal events.
- Ensure client-facing and shared spaces are organized and well-maintained.
- Actively improve studio operations by identifying opportunities and supporting the implementation of best practices.
- Manage office supplies, kitchen, and shared resources.
- Process mail, deliveries, and general office logistics.
- Coordinate maintenance requests and vendor visits.
- Coordinate receiving and delivery logistics for office-related purchases.
- Assist with event planning and hospitality coordination.
- Perform occasional light lifting and movement of boxes and supplies (up to 30 lbs) as needed.
- Other duties as required.

Who You Are

- Highly organized with strong attention to detail.
- Have a customer-service mindset with a commitment to exceptional client and team experiences.
- Proactive and follows through on commitments.
- Clear and professional communicator with both clients and internal teams.
- Capable of interacting with clients and co-workers with tact and diplomacy.
- Comfortable managing multiple priorities and deadlines.

- Able to work independently while collaborating across teams.
- Curious, resourceful, and proactive in solving problems.
- Comfortable working in an environment with evolving systems and processes.
- Interested in design and supporting a creative studio environment.

Additional Qualifications

- 2-5+ years of experience in billing, accounts receivable, or project accounting.
- Experience in a design, architecture, or consulting environment preferred.
- Strong organizational and record-keeping skills.
- Strong communication and relationship-building skills.
- Ability to follow through and close loops across multiple workflows.
- Proficient in Microsoft Office (Excel required; Word, Outlook).

To be considered for this position, please send a résumé and cover letter (we really read them) to: jobs@boardandvillum.com.

Please, no phone calls regarding career opportunities.