



Studio Manager

Are you a super organized, detail-oriented, type-A personality looking to work in a fast-paced, creative environment? Keep reading! We are seeking a proactive, collaborative team member with a positive attitude who has the ability to track multiple projects concurrently and help keep our office and projects running smoothly. An ideal candidate must be able to handle interruptions and shifting priorities with ease. No design experience required. This position is currently part-time, with the opportunity to transition to full-time.

Responsibilities

- Maintain all project-related information in electronic folders (ex. Dropbox & Google Drive), paper filing systems, and client material drawers
- Organize and manage materials library, including receiving and returning samples
- Create and manage inventory of styling objects and accessories
- Keep Principal updated on project timelines and orders across multiple projects
- Manage timelines and track furniture orders to keep projects on track
- Request pricing and prepare detailed proposals
- Act as the point of contact with our receiving warehouse to ensure items arrive safely and on time
- Order office supplies and provide general admin support to designers
- Support Principal at client consultations
- Assist team on installation days

Requirements

- 2+ years of professional experience
- Clear and effective communication skills (verbally and via email)
- Detail-oriented, highly organized, with ability to shift gears quickly
- Professional demeanor and a positive, solutions focused approach to communication (on-line and in-person)
- Mac user with strong word processing and spreadsheet skills
- Must have own vehicle and a valid CA drivers license
- Must be able to lift 30 lbs
- Proficiency in Canva or Adobe Creative Suite is a plus (not a requirement)
- Familiarity with Asana (or a similar project management tool) is a plus (not a requirement)
- Familiarity with Ivy is a plus (not a requirement)
- Interest in social media marketing and planning is a plus (not a requirement)

Part time position (20 hours a week) with the potential to grow into a Full Time role.

Schedule: Work is conducted on weekdays between 9am - 5:30pm, and there is flexibility around which days/hours. A mix of in-office, site dependent, and remote work should be expected.

Salary: Paid hourly, \$20-30/hr. Commensurate with experience.

Please send us ONE .pdf file with a resume and cover letter to hello@kjminteriors.com We will contact you if we are interested in scheduling an interview. Thank you in advance for respecting the process.