



JSE Interior Design is a boutique luxury Interior Design firm located in downtown Brooklyn.
We are looking for a part time **Office Manager** and **Purchasing Expeditor**.

Responsibilities

Office Management:

- Payroll
- Client Invoicing and Payment Collection
- Proposal/Contract Issuing and Addendums
- Organize and Manage Office Operations and Procedures
- Office Supply Orders
- Filing and Digital Storage Management
- Bookkeeping Management and Coordination
- Maintain Company Calendar
- Social Media Upkeep
- Miscellaneous Day-to-Day Admin Duties

Purchasing Expediting:

- Submitting and fulfilling P.O.'s through various vendors and subcontractors
- Vendor Communications regarding availability, pricing, and lead times for items
- Working with Designers to ensure all P.O.'s are accurate pertaining to design
- Resolving order discrepancies
- Arranging and managing project deliveries
- Manage returns and exchanges obtaining refunds/credit when necessary

Qualifications

- Excellent communication skills, both written and verbal
- Highly Organized
- Detail Oriented
- Multi-tasking while under pressure
- Resourcefulness and Critical thinking skills
- Microsoft Office Suite Proficiency
- ***Studio Webware Software experience preferred**



To date the design team has been managing these responsibilities integrated within the project design process. The logical next step in growth is this addition of a dedicated team member that is more logistically minded to take over these responsibilities freeing the designers up to have a more creative focus. As the first person to fulfill this role, there will be a lot of flexibility in establishing how it is structured.

While we do not require a high level of technical skills or experience for this position, we are looking for specific personality that will make a positive addition to our current team dynamic and assuredly be the voice of our firm. Vendor relations are critical for success in our industry and so we need someone who will be skilled at building relationships and the ability to be firm in pushing for working solutions while remaining enjoyable. On the flip side, a strong analytic sense and thoroughness is a must considering the focus on accuracy required.

Considering the amount of training required for such a unique yet integral role with us we are hoping to find someone interested in remaining with us for some longevity vs a more temporary mindset. We are willing to invest in someone displaying the dedicated and driven attitude that would facilitate further business growth.

Hours are negotiable but ideally would be set as Mon-Thursday 12-4 totalling 20 hours per week
Offering \$12-\$16 an hour depending on experience

To be considered for this position please responds with:

1. Resume
2. References
3. Personalized Letter of why this position is of interest to you and how your experience would be relevant or an asset