

S

STEPHENSON

HOUSE

We are seeking a full-time Retail Associate and Design Admin and who can work independently and as part of an awesome team to keep our rapidly-growing business running smoothly by managing the retail store. An ideal team member thrives in a fast-paced, creative environment with strong attention to detail and above-and-beyond organizational prowess. We're looking for someone who is smart, hard-working, with great common sense and exceptional taste.

THE IDEAL CANDIDATE:

- Passion for design and beautiful spaces; you don't need to be a designer, but you do need to love design and have a good understanding of industry terminology
- At least 2 years of professional experience, ideally with in an early-mid stage startup with an operations focus
- Advanced understanding of Apple computers and software, as well as Adobe Photoshop, InDesign, and Illustrator
- Familiarity with Shopify an asset
- Ability to handle multiple tasks simultaneously.
- Hyper-organized; you never let things fall through the cracks
- Responsible, flexible, and detail-oriented
- Has the ability to build and implement processes
- Friendly & engaging personality
- Strong research, writing, organizational, and grammar skills
- Entrepreneurial mindset; you love all aspects of building towards an ideal product or system

THE JOB

Includes, but is not limited to:

- Manage retail inventory
- Provide customer service for retail shoppers
- Merchandise product and style vignettes
- Schedule presentations and client meetings
- Creation of client/project binders to maintain the organization of the project
- Electronic project filing in Dropbox and Asana
- Create & update trade schedules for each project
- Update client portals as new information is available
- Maintain & organize design studio, including files and sample library
- Liaise with a network of artisans for custom client projects

Position location is in our studio/retail location, but occasionally physical work (such as moving small furniture, carrying accessories, etc.) will be required (install days for example). This position is a fabulous opportunity to work directly alongside the Principal Designer and Design Team and offers invaluable exposure to the many facets of the interior design business, including residential interiors, product design, publishing, and social media.

THE COMMITMENT

This role is a full-time position and includes work on Saturday and/or Sunday and the occasional evening.

SALARY

\$45,000 - \$55,000