

Office Admin

Naomie Wert Interiors is searching for the perfect Office Admin to join our growing team. This individual is highly motivated, organized, proactive, and has a positive attitude. We are a small boutique interior design firm located in Walnut Creek, CA, serving the greater Bay Area, in high-end residential new-builds and remodels.

The position will be primarily to assist in administrative needs; having an interest in design is a plus. We are seeking an experienced individual with a rockstar attitude and creative mind to come up with on the spot solutions. We need a self-motivated individual who is willing to work in a fast-paced environment, with the ability to multi-task and prioritize as needed.

This is a part-time position, 15-20 hours a week to start, with potential growth. Compensation is hourly pay, to be determined by experience.

Office Admin duties include, but not limited to:

- Manage Ivy to include support of time billing, reporting, invoicing, order entry, adding and updating vendor information, etc.
- Update and manage project orders and invoices
- Communicate with clients, subs, vendors, and showrooms; as well as coordinate meetings
- Update and manage documents
- Assist with order tracking
- Manage company files in Dropbox + Google Drive
- Logistics support and coordination for installs, photoshoots, and events
- Assist in the organization and upkeep of design resources such as fabrics and samples, + ordering memos
- Write checks and maintain cash flow
- Create and manage company merchandise to gift to clients
- Tech support when needed

Requirements:

- Providing top notch administrative support to others and being an integral part of the team
- Direct communicator, go-getter, strong problem-solving skills, time management skills and ability to multitask effectively
- Proficiency with: Mac Software, Ivy, Pages, Numbers, Google Applications, Instagram, etc.
Bonus: Photoshop, AutoCAD, other design softwares.
- College-level degree desired
- Minimum 2 years experience required

All interested please email resume and cover letter to nicole@naomiewert.com with subject line "Office Admin Application". We look forward to hearing from you!