

Now Hiring!

JOB DESCRIPTION

FULL or PART-TIME EXECUTIVE ASSISTANT

Opportunity to work for an award-winning full-service Interior Design firm that specializes in residential and commercial design projects.

Immediate opportunity in a fast paced, growing interior design studio. Position is for a Full or Part-Time Executive Assistant with a passion to learn more about interior design!

Proficiency in Quickbooks, Photoshop, and Microsoft Office is preferred. Must have great teamwork, time management, customer service, adaptability, and leadership skills. As with any assistant position, the applicant must be able to work quickly and efficiently with whatever task may be given to them.

Compensation will be based on experience and benefits are available.

Job is best suited for candidate located in Northeastern PA. Not looking for candidate to relocate.

EXPERIENCE: 0-3 years

EDUCATION: Bachelor's Degree Preferred

RESPONSIBILITIES:

- Project Management
- Estimating/bidding
- Maintaining and organizing orders
- Social Media
- Design Boards
- Site visits to survey and/or oversee installations
- Finish material research and selections
- Submittal Packages
- Library Management
- Client Communication Via Phone & Email

EMAIL RESUME & PORTFOLIO TO: sharon@pulmaninteriors.com



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