

BARBOUR SPANGLE

DESIGN

Studio Coordinator

Position Overview

As a full-time Studio Coordinator, you will help us create a productive work environment while ensuring our team members, clients, vendors and guests receive an elevated experience while in our Studio. The ideal candidate for this position is extremely detail oriented, proactive thinker and is able to manage multiple tasks in a fast-paced environment.

Job Description & Responsibilities

Office Duties and Organization

- Answer phone and greet office guests
- Prepare conference rooms for client meetings and presentations
- Schedule weekly office-wide meetings
- Take notes during office-wide meetings
- Maintain and stock office supplies, including kitchen essentials, snacks, and materials for administrative and design purposes
- Run office-related errands, such as picking up and delivering client gifts, culture award gift cards, grocery store and mail
- Mail management- including collecting, sending, and stocking stamps
- Receive, inspect, and distribute incoming packages
- Maintain all conference rooms
- Oversee the overall maintenance, cleanliness and organization of the BSD office
- Provide technical support and maintenance for office rental equipment, phones, and Apple TVs

Team Duties and Organization

- Foster relationships with sales reps and schedule update meetings
- Coordinate, order and set up "lunch and learn" sessions
- Organize and manage team and client birthday gifts and cards
- Assist with client gifting and mailings
- Create and distribute "pick me ups" for the team
- Enter timesheets into accounting program
- Arrange travel and hotel accommodations for the team
- Return vendor samples
- Attend and assist in planning team events and functions
- Provide general support for all team members

Skills & Qualifications

- Detail oriented with strong organizational skills
- Ability to work independently and manage time effectively
- Excellent written and verbal communication skills
- Friendly and approachable with a desire to "get things done"
- Motivated self-starter
- A proactive approach to problem-solving with strong decision-making skills
- Proficient in Microsoft Office
- Must be able to lift over 50 lbs