

## JOIN THE STEPHENSON INTERIORS TEAM!

### DESIGN OPERATIONS MANAGER

We are seeking a part-time (leading to full time), Design Operations Manager who can work independently and part of an awesome team to keep our rapidly-growing business running smoothly by managing the day-to-day aspects of our projects on the operations side. 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 4 years of professional experience, ideally with experience 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 Asana 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
- Diploma (minimum 2 years) or degree required
- Strong research, writing, organizational and grammar skills
- Loves to solve puzzles and work in a digital environment
- Entrepreneurial mindset; you love all aspects of building towards an ideal product or system

#### THE JOB

Includes, but not limited to:

- Implement operations improvement projects for the Interior Design team
- Build and manage strong relationships with vendors and design partners
- Onboard new clients, dialogue with potential clients
- Manage the design calendar (project scope)
- Schedule presentations and client meetings
- Send status updates weekly to clients on each project
- Creation of client/project binders to maintain organization of project
- Assemble & maintain FFE schedule for all projects
- Develop proposals and write purchase orders, track orders, receive orders, inspect product at warehouse
- Coordinate installation details of multiple projects
- 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
- Maintain & update website
- Position is an office position but occasionally physical work (such as moving small furniture, carrying accessories, etc.) will be required

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

We're looking for 20 hours per week starting immediately. The role is part-time to begin and then transition to a full-time role starting May/June 2021.