

KOO DE KIR

ARCHITECTURAL INTERIORS

Title: Studio Manager

We are an established boutique design firm in Boston specializing in high-end residential and select commercial interior design projects. We are seeking an organized, positive and energetic multi-tasker to fill our Studio Manager position.

Responsibilities include a full range of bookkeeping activities including financial reporting, budgeting & planning, accounts receivable, accounts payable, cash management and all human resources tasks including employee benefits. In this position, you will be working on all projects closely in an administrative and managerial role reporting to the Principal and working closely with our Project Managers.

The ideal candidate has excellent written and verbal communication skills. You must be able to manage and track multiple tasks and responsibilities at one time. Someone who is extremely detail oriented while still being able to comprehend the end goal efficiently is key.

The job entails order and proposal creation, daily bookkeeping (including reconciling and maintaining bank accounts for our Accounting team), inventory management, coordinating shipments and deliveries, paying vendors in a timely manner and all day-to-day studio operations. The studio coordinator is responsible for handling shipping and deliveries to and from the studio, expediting, as well as maintaining files and the office environment.

Requirements:

Bachelor's Degree or higher in Design, Architecture, Business and/or communications-related discipline
Minimum of 5 years Full-Time experience.

Prior experience in design / architecture / marketing / communications a plus.

Software proficiency: MS Office, Dropbox MAC and PC operating system experience required

Knowledge of: Adobe Suite, AutoCad, SketchUp, Revit, Basecamp or Design Manager a plus

Responsibilities:

- General reception duties: welcoming guests, answering main office phone, managing phone system, shipping& receiving for a small staff of 5-7 people
- Ensure the studio is presentable and client-ready at all times, maintain pantry and supplies
- Communicate with IT consultants to maintain functionality of computers and printers.
- Maintain critical contact lists, files and records
- Act as Principal's right hands: assist with scheduling, errands and miscellaneous tasks including employee onboarding and benefits administration for staff
- Assist project managers in coordinating project installations
- Be the "go-to" person for the team and assist with issue resolution
- Prepare project invoices (billing to clients) and work on deadlines for Revenue cycle
- Prepare pay requisition forms
- Maintain office calendar and arrange travel for principals and personnel
- Negotiate vendor agreements and operating expenses
- Manage interns and administrative assistants

This is a fulltime salaried position with benefits including paid vacation time, 401K. Salary commensurate with experience.

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How To Apply

Please respond if you meet the above qualifications.

To apply to this position, please submit your resume and cover letter including salary history, in PDF format at 5MB limit, to info@koodekir.com Please include "Job Title: Design Studio Manager" on the subject line.

We will contact you if your qualifications match our needs. No phone calls please.