

exit

Office Manager, Philadelphia PA

Exit and J2 Design seek a highly organized and cheerful Office Manager to join its talented team of design professionals. This new position will be integral in keeping daily operations of two growing creative studios and one flexible event space running smoothly. The ideal candidate will serve both as studio ambassador in greeting guests and answering phones, and captain of the ship in managing the studio's shared spaces and resources. A combined experience in special events and office administration a plus.

Candidates should have 1-3 years professional experience. Strong communication and organizational skills are a must. Individuals must be detail oriented and self-directed with an ability to work under pressure. This position requires the ability to take direction from multiple people and prioritize tasks accordingly.

Responsibilities

STUDIO OPERATIONS

- Studio Scheduling
- Studio Branded Event Planning + Management
- Studio Culture Events Planning + Management
- Studio Upkeep and Maintenance
- Management of Facilities Vendors (i.e. Housekeeping, Printers, IT)

ADMINISTRATIVE

- Answering general phone line
- Greeting guests
- Meeting Prep and Studio Set-up
- Assist in management of contact database

Skills

- Microsoft Office: Excel, Word and G-Suite: G-Mail, Sheets, Docs
- Adobe Creative Suite: Acrobat, Illustrator, InDesign, Photoshop a plus

To Apply

We'd love to hear about your passion and share ours with you.

Please fill out this brief survey: <https://www.surveymonkey.com/r/VBWTGZ2>, and send a copy of your resume and portfolio to hr@exploreexit.com.