

DESIGN MANAGEMENT COMPANY

LOS ANGELES | NEW YORK | LONDON

INTERIOR DESIGN Office Manager (Chicago)

Interior design firm is seeking a highly organized, proactive, and professional candidate to join our team as Office Manager. You will be joining a dynamic team that continues to be the design firm of choice to Chicago's most influential and discerning residents.

Basic Qualifications:

- A minimum 4 years' experience in the INTERIOR DESIGN business
- Excellent judgment, problem-solving, communication and interpersonal skills including ability to work with individuals at all levels of management and maintain confidentiality
- Self-motivated, resourceful, reliable, flexible and willing to work overtime as needed
- Keen attention to detail
- Ability to anticipate colleague and client needs
- Ability to multi-task proficiently in a fast-paced environment
- Proficiency in MS Office (Word, Excel, and Outlook) and Studio IT/Webware
- Friendly and professional attitude
- Speak and write clearly and professionally
- Ability to work with minimal supervision

Essential Responsibilities:

- Ensure office runs smoothly and efficiently
- Scheduling and coordinating meetings, interviews, events, travel, and other similar activities
- Sending out and receiving/distributing mail and packages
- Oversee management of office supplies including Design and/or Architectural sample needs
- Input purchase orders/track shipments/project expediting
- Collaborate with Executive Team on operational issues
- Coordinate set up for new hire work stations/work closely with relevant team members to ensure smooth onboarding

Compensation:

- Full-time salary and benefits

If qualified, please send your resume WITH COMPENSATION HISTORY to apply@dmcnyc.com.