



**Position Title:** Administration and registration assistant, part-time

**Position Classification:** Hourly, part-time, non-exempt

**Position Summary:** Assist registrar in client and project management

**Duties:**

- Answering phones
- answering emails
- scheduling appointments
- Creating estimates
- Digital and manual inventory
- Fulfilling web orders
- Social media posting
- Other duties as assigned

**Desired skills & proficiencies:**

- Google Suite / Google Workspace
- Mac OS and iOS
- Art handling experience
- Basic photography skills
- Basic customer service experience
- Ability to drive for occasional pick-up and drop-offs

**Qualities that will help you succeed:**

- Customer focused
- Being a good team player
- Thorough and organized
- Exceptional verbal and written communication skills
- Taking initiative
- Resilient, positive attitude
- Up to date knowledge of social media
- Passion for contemporary and fine arts

**Pay, Hours and Benefits:**

- Starting wage between \$22.47-26.39 hr commensurate with experience.
- 16-24 hours per week to start with an opportunity to grow into full time.
- 1 hour paid lunch, and 15 minute paid afternoon break

**Physical Demands:** Occasional lifting of up to 30 pounds. Work requires bending over a standing table with a height of 38-42 inches for up to 3 hours at a time. Reaching is occasionally required at standing table height.

**To Apply:**

- Email [info@paradiseframingla.com](mailto:info@paradiseframingla.com) with the subject heading Administration and registration assistant , part-time
- Put your cover letter in the body of the email
- Attach a pdf of the cover letter and your resume