



Position Title: Administration and registration assistant, full-time

Position Classification: Hourly, full-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.
- 40 hours per week.
- 4 weeks of PTO per year
- Simple IRA retirement plan with 3% matching
- True 8 hour day with 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 with the subject heading Administration and registration assistant , full-time
- Put your cover letter in the body of the email
- Attach a pdf of the cover letter and your resume