Our company is growing rapidly and is searching for experienced candidates for the position of admin. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for admin

- Ownership and management of display room/lab
- Meeting facilitation, communication and action item follow up
- Maintenance of metrics
- Update and maintenance of Share Point site
- Update web site as needed
- Ability to effectively interact on multiple levels of the organization
- Organize an ensure the timely completion of projects following up with team members on their
- Proven professional communication skills
- Ability to meet guidelines and work under pressure
- Prepare monthly plans according to the existing yearly plans

Qualifications for admin

- We've got a big presence, but a small team
- Well organized and good at following directions
- Familiarity with MS phone, e-mail and calendar systems
- Ability to take direction from Merchant and Studio Teams
- Ability to work in the intensity of a high production studio and capable of upholding the highest quality standards for individual output and focused visual aesthetics
- A superb eye for attention to detail and extremely organized