

Operations Manager: Interior Design, Decorating, Staging



ABOUT CALMING GROUND INTERIORS...

We offer full interior decorating, income property renovation and staging services available within the DC Metro area. We specialize in grounded interiors with a bold touch.

WHO WE'RE LOOKING FOR...

A professional and polished individual who maintains good work relationships. We are seeking a highly coordinated and skilled professional who is an independent thinker but also works well in a collaborative setting. You are able to bring your unique know how and accept different perspectives to achieve a common goal. You can work on delegated tasks but also step up and can multi-task when needed for special projects. You pick up pretty quickly on new tech, well organized and pays attention to detail. You have stellar customer service skills and have been praised for nurturing relationships with clients. You want to thrive working in a collaborative environment for a growing design studio.

WHAT WE NEED YOU TO HAVE...

- Effective vendor coordination and communication skills
- Problem solve and troubleshoot when issues arise and see jobs through to the end
- Familiar with programs such as Office, Mac OS, Trello, Quickbooks and project mgmt
- Have proficient computer skills
- Have excellent project and vendor management and organizational skills
- Excellent communicator, confident in dealing with a wide range of individuals such as fellow team members, clients, vendors, contractors and subcontractors.
- Comfortable with ever-changing needs
- Self-starter, independent but works well in teams
- Needs no micro-managing. As a smallish firm, you must be able to handle a ranging scope of responsibilities with each project and be comfortable with a high level of ambiguity
- Strong attention to detail and professionalism
- Must have an active driver's license and a clean driving record
- Have a strong work ethic and be a person of integrity
- Support and carry out our mission to the highest standards

WHAT YOU WILL DO...

- Manage daily operations of a small interiors studio
- Keep track of studio and staging inventory in the storage warehouse
- Oversee human resources and staffing activities
- Track and manage all studio accounting activities via spreadsheets/Quickbooks
- Manage vendor relations in project management program
- Track and monitor the studio accounting and overall expenses and payments with clients, vendors, trades all online orders
- Monitor and track all publicity and public relations
- Data entry and maintain electronic files
- Provide weekly status updates to the studio owner
- Interact with the design team, interns and studio owner
- Manage bi-weekly status meetings
- Manage office supplies, subscriptions and affiliations
- Additional tasks as assigned

WHAT ELSE YOU NEED TO KNOW...

- Education: High school degree or equivalent and Bachelor's Degree
- Work Location: Varies, some travel required throughout Baltimore and DC Metro areas
- Hours per week: 5-15
- Typical start/end time: Varies

If this sounds like a fit for you, please send your position of interest, resume and a short about you to info@calminggroundinteriors.com. Only apply if you are serious about joining our team. We appreciate all applicants submitting their information but only applicants that are eligible for interviews will be contacted.