



WEB S365CD.com
TEL 206.920.1868
P.O. Box 16468
Seattle, WA 98116

Administrative Assistant

6/17/2021

S|365 Consulting + Design and sister company, Housewarming, are seeking an Administrative Assistant to join our growing team! We're looking for a team-oriented, passionate individual ready to support our design, staging, and move management operations.

WHAT YOU WILL DO

- Answer phones & emails
- Schedule clients, vendors & staff for Model Unit Staging, Residential Staging & Move Management projects
- Oversee staging & move management calendars
- Organize & maintain staging inventory at Georgetown-based warehouse
- Coordinate deliveries & meet trucks
- Assist with staging projects (on site & off site)
- Perform miscellaneous errands, including post office, bank, office supply orders & design materials pickup/returns & other as needed
- Light invoicing

SKILLS & QUALIFICATIONS

- 4-year college degree (or equivalent combination of education and experience)
- 2-3 years of client relations experience preferred
- Proven administrative & customer-service experience, including collaborating with both internal and external teams, clients, vendors & partners, managing phones & business writing expertise
- Strong computer skills and proficient in Adobe & MS product suites
- Excellent communication & organizational skills
- Ability to oversee multiple tasks & remain flexible
- Capable of lifting 50 lbs.
- Own a reliable, insured vehicle & have a clean driving record
- Fun, upbeat personality

CRITICAL COMPETENCIES FOR SUCCESS

- You thrive independently, but work collaboratively
- You take initiative to solve problems & take pride in your resourcefulness
- You possess exceptional organizational & multitasking skills
- You thrive in a fast-paced environment
- You have the ability to foresee & identify needs of the team or projects
- You communicate clearly & effectively to teams, clients, vendors & partners
- Mediocre is not in your vocabulary



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Administrative Assistant (cont'd)

COMPENSATION

- \$18/hour + car allowance
- Starting at 25-30 hours/week
- Work phone & laptop provided by company for company use only
- Great potential for moving up within the organization, including learning staging, design & business development.
- Fun and dynamic staff motivated to train, educate & promote from within.

APPLY

- Email resumes & cover letter: info@s365cd.com
- Subject Line: Administrative Assistant Position
- Contact: Amanda Kratochvil, Operations Manager

ABOUT S|365 CONSULTING + DESIGN

We're a full-service Seattle-based consultancy and commercial interior design firm specializing in senior living, community housing, and multi-family solutions.

Partnering with real estate brokers, developers, non-profit organizations, and communities since 2005, S|365 brings fully integrated strategic design solutions and vision to the development and renovation of spaces and daily operations, leading to increased occupancy, fluid processes, and sustainable outcomes. Services include Community Development, Process + System Development, Strategic Interior Design, Model Unit Staging + Photography, and Move Management.

We create truly exceptional experiences for our clients through active listening, relationship building, and a deep understanding of project scope and goals. We're looking for equally passionate, dedicated doers and thinkers who are passionate about our industry and ready to make a difference!

Learn more at www.s365cd.com

Visit sister company Housewarming, a residential Interior Design & Staging firm at www.housewarmingseattle.com