



Job Posting: Studio Administrator & Executive Assistant
Released: February 28, 2019
Start Date: Immediate

Our work:

Mason Studio is a Toronto-based interior design firm. We create spaces locally, nationally, and internationally ranging from hotels, restaurants, multi-unit residential, private residential, retail shops, exhibitions, and self-initiated design installations at all scales.

Our team vision:

We seek team members who see the profession of interior design as a means to something larger. For us, design is a tool to contribute to an enriched life for others and ourselves. It is the people and communities we can positively impact through design that drives our team towards excellence.

Your role:

You approach problem-solving with ingenuity and get satisfaction by contributing to a collaborative team to keep the wheels in effortless motion. You are infatuated with organization and attention to detail and thrive in working in a fast-paced, dynamic and rigorous environment. Your role is critical in creating and maintaining administrative systems with the design team and supporting the Partners in their day-to-day activities.

Key Responsibilities:

You are a critical support member to two studio Partners and a team of twelve Designers and business development staff for daily administrative tasks. You are flexible to continually shifting priorities, and you can lend a hand with any and everything. You are dependable and trustworthy while bringing a motivational attitude to the studio environment.

On a typical day, you may be:

- + Receiving and directing studio visitors
- + Maintaining the Partners schedules
- + Making travel and accommodation arrangements
- + Monitoring and maintaining supplies and equipment
- + Documenting and distributing meeting minutes
- + Coordinating, planning and executing social events
- + Formatting proposals and contracts
- + Assisting with general bookkeeping

Key Qualifications:

You have worked for at least 3-years in an administrative position in a related professional setting in the past.

Good to have:

- + G license with own vehicle
- + Understanding of the process of interior design

Key Technical Tools:

You demonstrate your organizational mastery through Microsoft Office set of programs, especially Outlook and Excel. Your clear, concise, and persuasive communication style is another key tool in your arsenal.

Your next step:

If this role sounds like you, we want to hear from you if even to say hi or ask us questions about this position. If you want to apply, send your résumé to careers@masonstudio.com

In your message, please tell us what you love to do outside of work.
We want to hear all about that too.

18 Hook Avenue, Unit 203
Toronto, Ontario
Canada M6P 1T4

+1 416 761 9736
info@masonstudio.com
masonstudio.com