

Wedding Studio Assistantmanager (Arvada)



Location **Colorado**
<https://www.genclassifieds.com/x-396067-z>

This position is a permanent part-time position with schedule flexibility based on availability & specific experience.

There is the potential to grow in the role and within the company very quickly.

THE PERFECT CANDIDATE:

Has Reliable transportation-lives reasonably close to Arvada.

Is Dependable and great at multi tasking,

Has a meticulous eye for detail!

Must be smart, witty, able to have a good laugh and work hard.

Able to learn what needs to be done without being reminded each time.

A professional and respectful attitude when interacting with clients, other vendors and Pco-workers is expected.

Must be ready to work hard, but have fun while doing so!

Must be able to think on their feet and deal with unexpected gracefully.

Must have verbal and written skills, able to work independently without constant supervision

Skills & experience that are a huge plus:

Computer knowledge:
 Experience with Mac and...
 Excel/numbers
 Word/pages

 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>	 <p> Wedding Studio Assistantmanager (Arvada) https://www.genclassifieds.com/x-396067-z </p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Photoshop/illustrator- (huge plus, not required)

*Flower care & floral design experience a HUGE plus - but not required for this position.

DUTIES MAY INCLUDE. . .

Initial client contact, email, scheduling, phones, mail, filing, keep current files up to date.

Managing main calendar - Checking messages & returning calls - Booking appointments - Processing emails and written correspondence.

Care & Processing of flowers (once trained)

Wedding prep

Inventory maintenance

Source products, post event processing and more!

If this sounds like a great gig for you, please send an email responding to this ad

1- Tell us why you are a good fit,

2- List your current schedule and availability 3- List any related experience. (Floral Design and/or Wedding experience a plus but not required)

Your Resume or Detailed work history plus

2-3 References

WE LOOK FORWARD TO HEARING FROM YOU!

Let's have some fun and create some gorgeous!!