

CID DESIGN GROUP

Administration | Office Coordinator

If you believe in ...

- ... respect *and* humility
- ... *caring* for others and your work
- ... a can-do *positive* attitude
- ... being a *curious* student for life
- ... asking questions and *listening*
- ... *detail* and nothing left to chance
- ... fresh yet *timeless* design
- ... knowing *how to construct* what you are imagining
- ... resourcefulness and the *value* of a dollar
- ... doing what it takes to complete projects *on time*
- ... professionalism
- ... *teamwork*
- ... *giving* back + forward!
- ... realizing the client's vision
- ... the job not being done until the client is *thrilled*

We exist to...

“to create *THE* space that pushes boundaries, engages, and moves people.”

CID Design Group is a 35+ year old national and international, multi-disciplined boutique Interior Design firm in Naples, FL, seeking likeminded, talented, motivated, and forward-thinking people. We are a fast-paced, design firm that is growing with great opportunity for the right person. Our portfolio includes projects coast-to-coast in over 35 states, 60 cities, and across North America. We focus on: multi-family, hospitality, and commercial design in both new development and renovation. At CID “We Care about Everything” – Our clients, our people, our families, our community, our work, thinking outside the box, resourcefulness and making a difference every day.

**If this sounds like you, contact us for the nitty gritty!
apply@cid-designgroup.com**

Please Submit:

- Resume
- Salary History
- References
- Quantify as infographic or scale (1-10) expertise in the following:
 - Excel
 - Outlook
 - Word
 - PowerPoint

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JOB SUMMARY: The Office Coordinator's main task is to facilitate and oversee the daily functions that take place within the office. The Office Coordinator's main focus is collaborating with principal(s) and managers in order to maintain schedules, provide administrative and technical support, and ensure smooth company operations. The Office Coordinator must also oversee the facilities, repairs, and maintenance of company property.

ESSENTIAL JOB FUNCTIONS:

- Assist and monitor building facilities/maintenance to insure a professional appearance at all times. Maintain the office condition and arrange necessary repairs.
- Troubleshoot and follow through with all IT and Software related issues and resolutions under the supervision of the Business Operations Manager and submit all trouble tickets to IT portal.
- Perform as Receptionist back-up.
- Maintain and manage equipment to provide seamless and efficient flow of internal operations including but not limited to: copy machines, computers, phone systems, appliances, and software requirements.
- Negotiates the purchase of office supplies, equipment, etc.
- Responsible for arranging internal office moves and new employee set-up.
- Supervise reception/administration functions pertaining to internal organization, client and team meetings and administrative team support.
- Assist with administrative duties as related to recruitment and networking events as needed.
- Manage administrative errands as necessary.
- Provide administrative support to team as deemed necessary.
- Act as a back-up to travel coordinator by assisting with travel arrangements as needed.
- All other duties as assigned.

REQUIREMENTS:

- Bachelor's Degree in Business Administration or Business Associates Degree with significant Administrative experience.
- 2+ years office management experience.
- 3+ years of customer service experience.
- IT troubleshooting experience is required.
- Highly developed MS Office skills
- Exceptional organizational skills
- Strong communications skills
- Ability to prioritize and respond quickly

COMPENSATION/BENEFITS:

- Salary is based upon experience
- (10) Paid PTO Days
- (10) Paid Holidays
- Health Insurance Eligible after 30 Days
- 401K Eligible after 1 year

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- Continued Education Opportunities
- Healthy Life Reimbursement

HOURS: 8:30 – 5:30, Mon through Fri

REPORTS TO: Manager of Business Operations