

# CID DESIGN GROUP

## ADMINISTRATION | RECEPTIONIST

### **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](mailto:apply@cid-designgroup.com)**

### **Please Submit:**

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

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## **ESSENTIAL JOB FUNCTIONS:**

- Graciously greet and direct visitors to correct team member.
- Ensure all calls are answered professionally and promptly, routed to proper individuals, and messages taken as needed.
- Perform all opening and closing procedures daily
- Sort and distribute incoming mail. Organize outgoing mail by different channels.
- Prepare and coordinate outgoing shipping with UPS, FED EX, USPS.
- Set up in-house meetings with necessary equipment, materials, beverages, and lunch as needed
- Ensure overall appearance of reception lobby, conference rooms, and common areas, including restocking supplies, removal of trash from common areas and breakdown and disposal of boxes.
- Administrative errands as needed.
- Provide general administrative and clerical support including filing, scanning, faxing, and copying.
- Performing occasional data entry of documents.
- Serving as first point of contact and the “voice” of the company.

## **REQUIREMENTS:**

- Bachelor’s or Associate’s Degree in Business Administration or relevant experience
- 2+ years Reception or Administrative Assistant experience
- Highly Developed MS Office Skills
- Exceptional organizational and 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
- Continued Education Opportunities
- Healthy Life Reimbursement

**Hours: 8:30 – 5:30 pm. Monday thru Friday**