



Canaan Marshall Designs is looking for a highly organized and detail oriented Administrative Assistant to ensure business operations continue to run smoothly. Canaan Marshall is the next-door floral designer of your dreams, traveling often to design and install flowers for high-end clients and leading floral demonstrations. Canaan Marshall Designs is a small company composed of Canaan Marshall, the owner, a Social Media Manager, an Administrative Assistant, and several event assistants. This position will report directly to and work closely with Canaan.

Job Responsibilities

- Read & respond to emails, as necessary, both from Canaan and from external parties
- Schedule meetings, events, and phone calls
- Update and maintain Canaan's calendar with events and speaking engagements
- Maintain organization of Canaan's documents, photos, and videos, primarily on Google Drive. Ensure necessary employees have access to documents
- Prepare and send press kits, including headshots, biography, and other requested materials
- Create and send invoices to clients, primarily through Paypal
- Create and send work schedules to event assistants
- Update and manage the Canaan Marshall Designs website
- Streamline processes whenever possible
- Attend events, as necessary

Hours & Compensation

- This is a part-time role. 90% of the work can be performed remotely. The Administrative Assistant will need to attend certain meetings or events in-person
- Compensation is commensurate with experience. Range is \$18-\$25/hourly

Skills & Qualifications

- Great attention to detail
- Exceptional organizational skills and ability to plan ahead
- Ability to manage up
- Ability to prioritize and manage a to-do list
- Professionalism

Education and Experience Requirements

- Bachelor's degree OR college Junior working toward Bachelor's degree
- At least one year experience in administrative or similar role
- Familiar with Google Drive and Microsoft Office Suite

If interested, please apply on our website: <https://www.canaanmarshall.com/hiring>