

## Studio Administrator - Full Time

We are seeking a dynamic and highly organized professional to join our team in a long-term capacity within our luxury interior design business. This multifaceted role blends elements of executive support, operations management and front-of-house coordination, making it ideal for someone who is highly organized, enjoys being deeply involved in operations and takes pride in making a meaningful impact.

As the Studio Manager, you will serve as the backbone of our studio, ensuring seamless day-to-day operations while providing essential support to our team of talented designers. Your role will be instrumental in maintaining an efficient, inspiring, and well-organized workspace allowing creativity to flourish and projects to unfold effortlessly.

This is a full-time, in-office position based in Coal Harbour.

## Key Responsibilities

### Studio Management

- Reception & Hosting – Handle calls, emails, and guest relations to ensure a professional and welcoming experience
- Office Coordination – Maintain a well-organized, brand-aligned workspace, oversee supplies, update the sample room, and manage cleaning and office equipment
- Liaison – Act as liaison for Property Manager, IT and other consultants and vendors

### Operations

- Scheduling & Coordination – Manage office and Principal calendars, integrating project timelines, meetings and reviews
- Project Support – Conduct weekly check-ins, update project admin and lead "Month Ahead" reviews with Principals
- IT & Systems – Coordinate IT support, hardware purchases and system maintenance
- Photoshoots & Marketing – Organize photoshoots, assist with networking activities and update the website (WordPress)

### Financial

- Billing & Invoicing – Prepare invoices (Harvest), compile hours/expense reports, and manage progress billables
- Bookkeeping Support – Send receipts and expense documentation to the bookkeeper
- Process & System Management – Draft, update and implement Standard Operating Procedures (SOPs)
- CRM & Tools – Maintain and update studio systems, including Client Relationship Management (CRM) software

### HR Administration & Team Support

- Team & Office Coordination – Organize team events, meetings and IT/equipment updates
- Professional Development – Schedule showroom visits, vendor sessions and training
- Time & Payroll Management – Ensure timely submission of timesheets and payroll reports
- Intern & Recruitment Support – Manage intern experience, coordinate all hiring and interview scheduling
- Employee Resources – Maintain the handbook, oversee onboarding and facilitate new hire setup

## Qualifications & Skills Required

- Post-secondary degree with 8–10 years of experience in administrative roles, ideally in small business or start-up environments
- Composed & Confident – You navigate high work volume and expectations with ease, maintaining a calm and assured presence
- Discernment & Integrity – You are authentic, self-aware, discerning and trusted
- Exceptional Communicator – You excel in customer service, team and client interactions and professional correspondence
- Highly Organized & Detail-Oriented – You take initiative, plan meticulously and ensure nothing is overlooked
- Loyal & Invested – You seek a long-term role where you can contribute meaningfully and build lasting relationships
- Collaborative & Resourceful – You are dependable, proactive and thrive in a team-oriented environment
- Technical Proficiency – Skilled in MS Office, database & project management tools, Photoshop, Lightroom, InDesign, Instagram, Later and Harvest
- Transportation – Valid driver's license with access to a vehicle (car share membership or rental access acceptable)
- Luxury Sector Experience Preferred – You have worked with high-caliber clients who expect excellence

## Compensation

- Salary range equivalent to \$75k - \$85k: hourly wage of \$36.05/hr - 40.87/hr (based on 40 hours a week)
- Employee group benefits plan after 3 months of employment

## Team & Studio Values – We Are:

- Highly personal in our approach to creating inviting spaces for our clients
- Impeccably attentive to details
- Organized and able to manage several projects simultaneously
- Articulate communicators – spoken, written, and visual
- Proactive, entrepreneurial, and solution-oriented
- Comfortable working independently and collaboratively
- Curious – about design and people, and how they impact each other
- Excited about working in a progressive, globally minded design practice
- Quietly confident, showing deep respect for the trust our clients place in our work

## To Apply

Email your resume to [careers@falkenreynolds.com](mailto:careers@falkenreynolds.com) with "**Studio Manager - Your Name**" in the subject. In your cover letter / email please indicate your earliest start date. Applicants must be legally eligible to work in Canada.