

Office Administrator

Garage Living is on a mission to show our clients the potential of transforming their garages into stylish and functional spaces that are just as impressive as the rest of their homes. The Office Administrator will be responsible for helping the owner/manager run a smooth operation and is a critical member of the team. Our company is fast-paced and requires clear, verbal communicators.

Responsibilities include:

- Customer relations – connecting with potential customers and providing information to clients over the phone or through walk-ins.
- Track and delegate sales leads. Responding to client emails and inquiries.
- Coordinating schedules for Design Consultants and clients
- Entering sales orders, preparing documents to be used during installations. Assisting the owner/manager with material procurement.
- Invoicing and accounts receivable follow-up

Experience:

- Minimum 3 years of office management experience
- QuickBooks and Microsoft Office proficiency
- High school diploma or equivalent
- Background check required
- Detail-oriented
- Excellent interpersonal skills
- Strong work ethic
- Effective communicator
- Problem-solving ninja
- Ability to build positive relationships
- Customer-centric