



INTERN

San Rafael, California, United States

RESPONSIBILITIES

- Oversee all office organization
- Direct correspondence with clients, reps, vendors, and installers
- Create proposals, invoices, etc. using Studio Webware (can be trained in this software)
- Inspect boxed deliveries to ensure quality control
- Assist with daily pickups, deliveries, and drop-offs
- Assist Principal Designer with any and all design or administrative tasks that may arise
- Knowledge of Studio Webware and Basecamp a plus

QUALIFICATIONS

- Current college student
- Able to bring own computer to work
- Reliable transportation. You will need a car on the job to do pickups and deliveries
- Proficient in MS Office
- Know how to use DropBox
- Knowledge in Adobe Creative Suite preferred
- Excellent verbal and written communication
- Excellent follow-through
- Strong multitasking capabilities
- Highly organized w/ extreme attention to detail
- Ability to take direction
- Dependable and punctual
- Professional demeanor and sound judgment

JULIE ROOTES INTERIORS

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