



Administrative Assistant Job Description

About The Marketplace

The Marketplace is a to-the-trade showroom, showcasing a variety of design and architectural products. We work closely with our Vendor Partners to support their businesses and expand their awareness in the trade market. We are also an industry hub, hosting regular events to bring the design/build industry together.

Position Summary

The Administrative Assistant supports the Showroom Manager/CEO by managing the details of marketing programs, events, and Vendor Partner relationships. Responsibilities include event coordination, showroom operations, marketing support and visitor management. The AA will have general knowledge of our Partners' products and will do showroom tours. The AA may be the sole employee in the showroom and must be comfortable opening/closing and overseeing the showroom without supervision. The AA's professionalism, can-do attitude and attention to detail keep the showroom and our current programs running smoothly, reinforcing our value to our Vendor Partners and reputation in the industry.

Duties include:

- Showroom oversight: opening and closing the showroom, maintaining supplies and cleanliness, helping with showroom improvements including painting, light construction
- Partner Support: Develop and maintain the system for gathering and managing information for Partners from onboarding to renewal
- Manage Showroom Visits and Conference Room
- Manage Showroom Product Sales: **Keep cash-and-carry section of the website updated**, ensure that all items are paid for before they leave the showroom
- Event Support:

- Track and follow up with Partners, Speakers and Sponsors on marketing, event and collateral requests
- Manage rentals and food ordering
- Set up and clean up for events
- Must be able to work evening/weekend events occasionally (1-2X per month)
- Attend at least 1 external networking event per month (paid)
- Support CEO/Showroom Manager with other general administrative duties and occasional personal support

The successful candidate will possess the following characteristics:

- Maturity in judgement, commitment, dependability, punctuality and adherence to agreed-upon schedule
- Strong written and verbal communication skills
- Professional demeanor and appearance, appropriate for our clientele
- Outgoing personality; loves to meet new people and help make connections
- Self-motivated with the ability to perform daily tasks with little supervision
- Willingness to ask questions and accept guidance; open to suggestions and coaching
- Comfortable in a small-business environment where we wear many hats and are experimenting often

Experience Required

- 1-3 years customer service or customer-facing administrative experience
- Proficiency with Microsoft and Google products

Experience Desired

- Knowledge of Wix, Canva, Mailchimp (or other email platforms)

Physical and Work Hour Requirements

- Able to work our showroom hours (9:30-5 M-Th, 9:30-3 on Friday)
 - Occasional evening hours will be required in the showroom and at industry networking events
- Lift and/or move up to approximately 50 pounds frequently
- Bending/stooping/kneeling required – frequently
- Climbing ladders – occasionally

Pay and Benefits

- Average of 25 hours per week, including evening events and external networking
- Non-exempt (hourly)
- In-office work required
- \$17-23 depending on experience
- Most Federal holidays off, one week off between Christmas and New Year's
- Some paid professional development opportunities

To Apply:

Send resume and cover letter to info@themarketplaceatx.com with the subject line Administrative Assistant.