



(commercial + residential)

New Front Desk Team Member

KCID, LLC is a boutique full-service interior design firm in Austin, TX that specializes in high-end residential, multi-family/student housing, and commercial projects ranging from hospitality to private healthcare offices. We are currently looking for a new Team Member to work our front desk. This is a part-time position and compensation will be based upon Candidate's experience and skill level. This position offers an incredible opportunity for an energetic, self-motivated, highly organized, detailed, and dedicated individual looking to be a part of a friendly and well respected design team while working in a fast paced, creative environment.

Expenses associated with the interview process and/or moving and relocation expenses will be the applicant's responsibility.

Responsibilities:

The Front Desk Team Member will work as administrative support to all KCID team members performing the following duties:

- Greet all who enter KCID, assist as needed, and provide beverage, setup, and breakdown for all meetings, breakfast/ lunch and learns i.e.. clients and vendors
- Ensure availability in all client/vendor meetings as needed, that fall within hours worked in office.
- Answer all incoming calls, transfer, and take messages as needed. Will also screen new business calls and relay information to Kelle Contine and Marketing Coordinator for initial reach out.
- Routinely replenish and manage office supplies
- Daily inventory and minor upkeep to ensure kitchen is kept stocked with snack and client beverages
- Retrieve, sort and distribute mail daily to KCID employees and KCID sublease tenant
- Receive and distribute packages to KCID employees and KCID sublease tenant.
- Maintain a clean and tidy office space, coordinate and schedule KCID team office cleans regularly
- Routinely maintenance of KCID Materials Library
- Support Office Administrator to meet monthly/ quarterly goals as needed. Includes, but not limited to, assistance with entering data within QuickBooks, gathering information for annual reports/ audits, keeping up binders and assistance with digitally archiving project folders.
- Assist project design team with online and showroom sampling and pricing of finish materials, fixtures, furnishings and accessories as needed.
- Potential Involvement in design projects, inclusive of procurement assistance/support and select furniture installations
- Flexibility to work with all design team members in different collaborative scenarios to achieve overall team/project goals
- Participate in client meetings by greeting clients as they enter the office, offer beverage and get them situated in the conference room. Notify design team members as needed. May also assist with the setup and breakdown of meetings.
- Maintain daily timesheet entries as required for payroll

Qualifications:

- Preferably up to 2 years of experience working in an office setting answering phones and assisting with administrative tasks
- Undergraduate degree, preferably in business or interior design
- Professional appearance and attitude with friendly and polite demeanor
- Strong time management, verbal communication, and organization skills
- Excellent analytical and problem-solving skills
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint), QuickBooks knowledge preferred but not required
- Familiarity with Mac equipment – KCID is a Mac based firm
- Ability to work both independently and in a collaborative team environment – KCID is a highly collaborative firm.
- Self-starting, outgoing, responsible, organized, highly motivated, and trustworthy individual

Please submit your resume and cover letter along with references (required) to kcidcareers@gmail.com. Submissions that do not include all of the items stated above will not be reviewed.