



Carlyn Ray Designs Job Requisition: Office Administrator

Position:

Office Administrator
Salaried, Full Time
Reports to Business Partners

Date of Call:

December 14, 2017

Job Description:

Seeking a qualified, experienced administrator to support the daily business operations of Carlyn Ray Designs and Dallas Glass Art in a friendly, professional demeanor as the first point of contact with the public.

Candidate must have office administration, delegation, and basic accounting experience including all HR functions. Daily roles include coordinating multiple schedules to ensure maximum productivity and properly managing the accounting and finances to ensure accuracy.

Candidate must be flexible and adaptable to work on a variety of different projects, assignments and tasks within a fast-paced environment with many distractions. This position requires the ability to model exceptional teamwork in collaboration with others to accomplish their goals.

All Carlyn Ray Designs team members are expected to be professional, personable, proactive to enhance our studio environment, customer experience, and quality of production.

Qualifications & Skills:

- 3+ years of office administration, financial and human resource experience
- Event planning experience helpful
- Working knowledge of MAC, Google, MS Office, QuickBooks Online, and Salesforce
- Proven ability to effectively manage multiple schedules
- Positive attitude and motivation to excel as a customer service relationship builder
- Website, social media and Constant Contact experience helpful
- Must be willing and legally able to work with children of all ages
- Must be able to pass a background and credit check (min. score 700)

Diversity Statement:

As a HUB certified woman owned business, Carlyn Ray Designs is dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a

multicultural environment and strongly encourages applications from minorities and women.

To Apply:

Submit a cover letter with your interest in the position, current resume or CV, three references, and salary history to Carlyn Ray via email at carlyn@carlynraydesigns.com or via mail to 1820 Irving Blvd, Dallas, TX 75207. Please submit applications as soon as possible. Interviews are conducted on a first come, first serve basis until the position is filled. Start date is available immediately.

About Carlyn Ray Designs:

Artist Carlyn Ray shares creativity through custom glass art and site specific installations. Located in the Dallas Design District, the Carlyn Ray Designs team consists of experienced glass artists, engineers, fabricators and installers. Together with the community and clients, they work to create unique and functional art utilizing glass, metal and lighting.

At a young age Carlyn discovered her unrelenting passion for glassblowing, public art, and creation of large scale installations. During her first ten years of training, she worked under various master glass artists around the world, including Dale Chihuly. She has come full circle to build a multi-talented team with a focus on custom art and projects for and with the community.

Carlyn's signature designs include unique glass weavings, bespoke chandeliers, hand blown vessels, and lit fused glass panels. Carlyn Ray Designs operates at Carlyn's Dallas Glass Art studio and gallery. Dallas Glass Art is open to the public and offers hot glass demonstrations, classes, and private events.