



OFFICE MANAGER

Marc Hall Design creates botanical art and extraordinary bespoke events that elevate our clients' dreams providing memorable experiences that last a lifetime.

In its 8th year, Marc Hall Design (MHD) is a growing, boutique event design and production firm located in Boston's Historic South End neighborhood serving private and corporate clients throughout New England.

We are looking for an **Office Manager** to support the daily operations of the studio and provide executive support for the CEO, Marc Hall.

Our creative, client-focused, firm seeks a reliable, well-organized Office Manager to handle the day-to-day operations of the office. We are looking for an energetic professional who enjoys wearing many hats in an expanding business and who will support the team in designing and producing beautiful events.

Responsibilities

- Greet incoming calls and clients with cheer and professionalism reflecting the Marc Hall brand
- Support the sales, production and design teams as required
- Develop procedures to keep the studio running smoothly
- Provide executive support to Marc Hall; allowing him more time engage with clients and designers. This would include tracking emails, setting appointments, managing his calendar and booking travel
- Occasionally draft initial communications from Marc Hall for his edit and approval
- Be the go-to person for company needs with email, phone, and basic IT support
- Assist the CFO for basic bookkeeping functions
- Coordinate with facilities manager or landlord as needed
- Ensure all office supplies are available as needed

- Assist with on-site event production as needed

Qualifications

- Have a natural positive, can-do attitude in a team environment
- Associates degree required (B.A or B.S. preferred)
- Strong written and verbal communication skills
- Proficient in the Microsoft Office suite
- Highly organized and an efficient 'multi-tasker'
- Familiarity with social media is a plus

Apply

To apply for this position, please tell us why in any email to jobs@marchalldesign.com with the RE: "**Office Manager**". Please include your resume and a clear rationale on why you feel you are a great fit for this position.

About Marc Hall Design

As a pioneer in event design since 1987, Marc Hall is known for his innovative and stunning event design and bespoke floral creations. Through these efforts, he has developed enduring client and business relationships ensuring a unique and seamless production process for special events, weddings and living spaces. <http://theworldofmarchall.com>