

Creative Administrative Assistant

As our part-time Creative Administrative Assistant, you will assist with copy writing, designing and editing content for social media platforms, and corresponding via email to coordinate events and interviews to further the development of the Mary Shores brand.

You are a go-getter, detail-oriented, internally motivated, and driven to excel. You pride yourself on your positive attitude, flexibility, and multi-tasking skills, and thrive on providing high-caliber customer service to each person you interact with.

Our office is fun, upbeat, and an ever-changing atmosphere, where you'll learn something new every day. Our team is enthusiastic, energetic, and dedicated towards empowerment by treating each person with respect, dignity, positive communication, integrity, and accountability.

Qualifications

- Strong writing & proof reading skills
- Proficiency navigating social platforms
- Demonstrates outstanding organizational & time management skills
- Proficiency with computer software and Microsoft Office Suite
- Familiarity with Adobe Creative Cloud products
- Outstanding attendance and punctuality
- Strong ability to adapt in fast-paced environment

Do you have what it takes to be our next Creative Assistant? If you're up for the challenge, send your cover letter, completed application and resume to Roxie@maryshores.com. You may download the employment application here: <http://midstatecollections.com/home>.