

**Intersect Studio is looking for:** Organizer, communicator, connector.

A positive, enthusiastic, well organized Studio Administrator eager to be an integral part of the growth and success of an emerging design firm.

**Who we are:**

Intersect Studio is a Design, Architecture, Planning & Graphics firm located in a beautiful studio in downtown Kalamazoo. We are dedicated to Happy, Healthy & Connected people and being amongst the best places to work! We believe people's lifestyles improve when their places are specifically designed for human experience. Our Studio is a highly collaborative and supportive environment. We carefully protect and nurture our culture to breed encouragement and competence in order to exceed expectations on exciting and sometimes demanding architectural & design projects.

**This position could be a fit if you:**

- Have a positive, can-do attitude.
- Have some background in bookkeeping and can be trusted with fiduciary responsibilities.
- Know how to make things happen and follow through by turning thoughts into action.
- Are detail oriented and well organized.
- Are flexible and enjoy "filling in the gaps" so your team can succeed.

**What you can expect at Intersect:**

We are in search of an awesome person that can handle bookkeeping responsibilities amongst a wide range of miscellaneous studio functions so that our designers can stay focused on their craft. The following responsibilities can be expected:

**Hospitality Resources:**

- Greeting and supporting a positive experience for guests & cohorts.
- Reinforce & enhance client engagement through: welcome packages, thank you notes, holiday gifts, etc.
- Assist with planning activities such as studio parties, external events, celebrations, etc.

**Studio & Staff Support:**

- Provide general support to cohorts to ensure their professional needs are being met and they have ample opportunity to grow and flourish in our Studio
- HR: Coordinating with benefits consultant and general cohort HR needs.

**Bookkeeping:**

- Support the studio in financial business organization: Coordinating with corporate payroll service and corporate accountant, Quickbooks reports, coordination & account reconciliation.

Part Time: 20-32 hours per week Monday-Thursday (Opportunity to grow into a full time position)

Competitive wages & fun perks.

A team to grow with!

**Are you one of us?**

email connect@intersect-studio.com with the subject "Studio Admin" and tell us why you rock  
Let's intersect!