

Social Media Director/Executive Assistant Position

IMI Design is looking for a positive, energetic, and hard-working individual for a fun full-time career opportunity in Marketing at our Old Town Scottsdale luxury interior design firm. This is a fast-paced creative environment offering a diverse exciting opportunity in a creative and dynamic field. This position offers career growth potential, salary, plus benefits including 401k. Marketing and social media experience is required. Must be proficient in MS Office (Outlook, Excel, Word) and have 1-2 years of experience.

Social Media Job Responsibilities to include:

- Create strategies and content calendars for firm's social media platforms; Instagram, Facebook, LinkedIn, and Pinterest
- Compose creative and meaningful content relative to our industry
- Manage postings
- Study various account analytics and accordingly adopt strategies
- Manage print ad and digital marketing
- Create blogs
- Manage VIP Concierge program
- Organize and direct special events
- Manage firm's charity efforts

Executive Assistant Job Responsibilities to include:

- Answers phones, greet clients and cover front office (including maintenance of facility and office)
- Office supply inventory and ordering
- General Office: correspondence, internet research, etc.
- Filing/scanning
- Booking travel for Senior Management
- Manage office calendars; set up meetings and event planning
- Customer Service
- Errands (requires reliable transportation)
- Assists management with special projects/misc. Tasks

Other attributes:

- Professional presence and exceptional customer service skills
- High attention to detail, resourceful, accurate and self-motivated
- Excellent communication skills (verbal and written)
- Strong work ethic, punctual and reliable
- Excellent problem solver with process oriented skills and follow-through

Experience/Education

- Social Media / Marketing required 1-2 years
- Prior experience as an Administrative Assistant preferred
- Photography skills a plus!
- Interior design knowledge/experience a plus!

- High school diploma (required) Associates/Bachelors degree preferred
- Prior office experience in a like capacity

Please Send Us:

- Resume and Cover Letter (with salary history and requirements) outline your related job skills and experiences
- Portfolio illustrating content creation
- Reference List

To career@imidesignstudio.com

No phone calls, recruiters, or drop-ins please, thank you!