



JOB DESCRIPTION

We're looking for a nimble individual who loves to wear many hats, acting in a supporting role to our creative team.

The right candidate for this role:

- takes initiative, multi-tasks effortlessly and can work independently as well as collaboratively
- understands the story we tell and its importance in our business
- grasps the critical role we play in the interior design process
- loves to help and assist other creative individuals
- has genuine interest in our product line and participating in a unique opportunity for growth

Job duties will include (but are not limited to) the following:

- proof-reading and minor editing of copy assets
- coordinating delivery of production-ready artwork and files to various vendors and printers
- sourcing packaging, materials, and other collateral for new projects
- maintaining digital marketing calendar and various punch-lists for the team
- assisting on photoshoots as needed
- managing production standards and guides for internal use

JOB REQUIREMENTS

- 1-2 years of previous work experience in a similar environment
- comprehensive knowledge of Adobe Creative Suite (specifically Photoshop and Illustrator)
- proficient in MS Word and Excel, Google Suite/G Suite; technologically savvy
- acute attention to detail
- professional demeanor through all forms of communication
- ability to collaborate -- we like teamwork
- extremely organized -- does not require micromanagement to keep on top of projects
- passion for design

Please send cover letters and resumes to matilda@zakandfox.com as PDFs.

