



little nest  
PORTRAITS

## Office coordinator

### **Company Description:**

The mission of Little Nest is to offer fun; affordable images of children at play in a child-friendly environment. We differentiate ourselves by providing a boutique customer experience at a value price and focus on meaningful relationships between our photographers and customers. Our images are compelling, emotional and demonstrate who each child is in every image we create.

We are looking for a part time office coordinator to assist our studio manager in the evenings and weekends at our new Glen Mills, PA location.

### **Job Description**

- The office coordinator's primary responsibility is respond to customers via phone and greeting customers when they come in the door.
- The office coordinator is also responsible for:
  - Assisting with marketing tasks as requested by studio manager
  - Keeping the studio space neat and organized
  - Being extremely familiar with product lines and options, so that he or she can respond to customer requests and inquiries
  - Helping out with blog posts
  - Maintaining the top quality standards of little nest portraits with presentation

### **Job Requirements**

Excellent communication skills

A can-do attitude, no matter what the task

A background or knowledge of children or childcare

Being overall positive, energetic and fun!

Availability in late afternoons, early evenings, and weekends