



Part-Time Administrative Assistant

Qualified candidates must possess the following:

- Previous work experience in an office environment
- Energetic and highly motivated attitude
- Interest or background in fashion
- Strong communication, organization and computer skills (Word, Excel, Outlook, and PowerPoint)
- Ability to prioritize and work multiple deadlines and handle several tasks at one time
- Successful experience supporting teams and ability to handle inquiries with little direction
- Strong editing skills
- Excellent dependability, follow through, and a strong focus on accuracy of work
- Works independently as well as in teams
- Professional appearance and presentation

Job responsibilities and skill sets required:

- Provide sales and product development support on an as needed basis
- Manage billing and accounts receivable
- Support accounts payable, purchasing and expense reimbursements
- Order and maintains office supply inventory
- Coordinate supplies and service for office equipment (computers, phones, printers, and fax and copy machines)
- Generate various reports, marketing materials, presentations and letters using Microsoft Office Word, Excel, and PowerPoint templates
- Handle all filing
- Maintain company calendar including customer appointments, special events, employee travel, and vacation days
- Manage all shipping and receiving (including customer order fulfillment)
- Coordinate travel arrangements for company staff
- Assist in coordination of company special events
- Supports company Founder as needed

Receptionist:

- Act as first point of contact for guests of office
- Answer company telephones
- Maintain incoming/outgoing mail and fax distribution

Company:

Lori Coulter, LLC designs and manufactures private label and branded swimwear and apparel for medium- and large-scale retailers and catalogs and manufacturers uniforms for the hospitality industry. Our made-to-order programs offer retailers, resort and casino customers a branded, fashionable image and impeccable fit. The retail collection features wearable, luxurious swimwear in the newest styles, elegant shapes and sophisticated prints, colors and accessories. Lori Coulter, LLC is a growth oriented organization looking for talented, hard-working and committed employees who are interested in cutting-edge design and technology. The company culture is professional with an emphasis on maintaining a creative and fun environment for a small group of committed employees.

Email resumes to humanresources@loricoulter.com or fax to 314.727.9802.

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