



Administrative Assistant · Full-Time

Molo Design, Ltd. (molo)
Vancouver, Canada
design / manufacture / distribution

the company

molo is a multi-disciplinary design and production studio based in Vancouver, Canada. molo's innovative works attract international recognition and have been acquired into museums and galleries around the world, including the Museum of Modern Art in New York. The molo team are curious and skilled individuals who facilitate the studio's endeavours with passion and care.

the role

molo's Administrative Assistant supports the studio's daily operation and is confident assisting with sales processes, from lead entry to overseeing shipments. This role also includes answering calls, responding to emails, preparing documents, and maintaining cleanliness and organization standards. The Administrative Assistant will also assist with other tasks from time to time.

Precise and resourceful, the Administrative Assistant coordinates duties and manages timelines without missing small details. This person creates and implements activity plans, coordinates tasks, meets targets and is exceptionally skilled at managing time and responsibilities. This person works well independently and alongside the molo team. The role requires ownership - genuine care to uphold molo's standards and meticulous attention to detail.

The Administrative Assistant may travel for up to fifteen days at a time to cities around the world, including Milan, Tokyo, Paris, and New York to assist with the installation of unique exhibits and share molo's products and concepts with design professionals. To communicate with international clients in person and by phone and email, a second language (particularly French) is valuable but not a necessity.

The hours for this position are Monday - Thursday, 7:45 am - 4:45 pm. Direct experience is not required.

to apply

molo's team understands that considered design and service begin with the character of each team member and a structured work environment. Candidates must be prepared to work under a policy that mandates stewardship of molo's buildings, tools and materials, and forgoes personal distractions like cell phones for a professional and focused workplace. Candidates must demonstrate a desire to grow with molo and be interested in building a career with the studio over a period of at least three years.

Applications are by email only, and attachments must be in PDF format. Please specify in the cover letter and email subject line that you are applying for the Administrative Assistant position. In your cover letter, we ask that you address three questions: Why is molo a brand you would proudly represent? How do your interests align with molo? When has your energy and enthusiasm paid off professionally?

We invite you to study our website, social media and client list to develop a keen sense of molo's products, clientele, design process and vision. Once your passions and curiosities are stirred, email your resume and cover letter to careers@molodesign.com.

We only consider applicants permitted to work in Canada and those who have appropriately addressed the above criteria. Thank you for your interest; however, only shortlisted candidates will be contacted. Please do not call or visit the studio.