



studio administrator · Full-Time

Molo Design, Ltd. (molo)
Vancouver, Canada

\$28 / hour

Monday - Thursday: 7:45 am - 12:00 pm; 1:00 pm - 4:45 pm

the company

molo is a multi-disciplinary design and production studio based in Vancouver, Canada. molo's innovative works, designed by Stephanie Forsythe and Todd MacAllen, have received international recognition and have been acquired by museums and galleries worldwide, including the Museum of Modern Art in New York. The molo team is an assembly of curious and skilled individuals who facilitate the studio's endeavours with passion and care.

the role

The studio administrator is a foundational role that introduces a person to all aspects of the molo studio, allowing you to become an integral and engaged part of the molo team.

The role includes interaction with molo's internationally recognized and prestigious clientele by answering calls, responding to emails, preparing documents, and collaborating daily in the hands-on experience of building structures and environments with the molo soft collection. The studio administrator will also assist with other tasks while learning the studio's daily operations. This role provides room for career growth and requires ownership - genuine care to uphold molo's standards and a natural intuition for problem-solving. Direct experience is not required. This role offers:

- extended medical and dental plan after three months of employment
- complete training from the beginning, along with clear guidelines and expectations
- inclusion in a hard-working and focused team
- healthy, comfortable and clean work environment
- a variety of work
- potential for personal and professional development

requirements

- Canadian citizen or permanent resident
- detail-oriented
- reliable and hardworking
- ability to focus while maintaining awareness

to apply

Applications are by email only, and attachments must be in PDF format. In your cover letter, we ask that you address three questions: Why is molo a brand you would be proud to represent? How do your interests align with molo? When has your energy and enthusiasm paid off professionally? Email your resume and cover letter to coral@molodesign.com

Thank you for your interest. Only shortlisted candidates will be contacted. Please do not call or visit the studio.