



# PIPER GONZALEZ

DESIGNS  
JOB DESCRIPTION

## Studio Coordinator

Operations & Finance

Piper Gonzalez Designs · September 2026

### Position Overview

|                       |                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Reports To:</b>    | Office & Finance Manager                                                                                                   |
| <b>Department:</b>    | Operations & Finance                                                                                                       |
| <b>Type / Status:</b> | Part-Time · Non-Exempt                                                                                                     |
| <b>Schedule:</b>      | Part-time, approximately 24–28 hours per week; flexible schedule; hybrid or fully in-office at the Royal Palm Beach office |
| <b>Compensation:</b>  | \$20–\$24 per hour depending on experience                                                                                 |
| <b>Benefits:</b>      | Paid time off prorated to schedule<br>Medical eligibility per company policy for part-time hours                           |

### Role

You are a self-driven, solution-oriented, dynamic individual ready to help a boutique luxury interior design studio grow. The Studio Coordinator keeps the back office and studio running smoothly by owning order tracking, non-furniture receiving, and sample library maintenance — and stepping in with basic item entry during high-volume periods. Success means active orders are tracked without gaps, deliveries are logged same-day, and the design team can always find what they need in a current, organized sample library.

### Core Responsibilities

- Track order and product status across all active projects in Design Manager; flag delays or discrepancies to the Office & Finance Manager promptly
- Receive non-furniture deliveries at the Royal Palm Beach office, check against orders, and log same-day — furniture receiving is handled by the third-party receiver
- Maintain the studio sample library — requesting and returning samples, retiring discontinued items, and keeping the library organized and current for the design team
- Assist with basic item entry into Design Manager during high-volume periods, under the direction of the Office & Finance Manager
- Provide general office support — supplies, filing, and records — as directed by the Office & Finance Manager

### Key Performance Indicators

*Targets marked \* are Builder-stage benchmarks to be confirmed and tightened within 90 days.*

| KPI                                | Target                                                                              | Frequency | How Measured                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------|
| <b>Order tracking completeness</b> | Zero missed or unlogged active orders; delays surfaced same business day identified | Daily     | Office & Finance Manager reviews Design Manager order log weekly; gaps addressed immediately |

| KPI                                              | Target                                                                                                              | Frequency         | How Measured                                                                 |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------|
| <b>Same-day delivery logging</b>                 | 100% of non-furniture deliveries logged in Design Manager on the day of receipt; discrepancies reported same day    | Per delivery      | Delivery log in Design Manager; Office & Finance Manager spot-checks weekly  |
| <b>Sample library currency</b>                   | Library reviewed and updated weekly; zero discontinued items on display; requests fulfilled within 3 business days* | Weekly            | Design team feedback weekly; Office & Finance Manager audits library monthly |
| <b>Item entry accuracy during crunch periods</b> | Zero data entry errors on items entered during support periods*                                                     | Per crunch period | Office & Finance Manager reviews entries for accuracy within 24 hours        |

## Qualifications

### REQUIRED

- Tech-savvy and quick to learn new software; comfortable with Microsoft Office, especially Excel
- Working knowledge of Canva
- Highly organized, accurate, and detail-oriented
- Dependable, reliable, and takes pride in keeping systems and spaces in order

### PREFERRED

- Prior experience in an office, studio, or administrative support role
- Familiarity with Design Manager or comparable project management software (training provided)

## Competencies

- **Detail orientation** — logs everything accurately and completely, every time
- **Reliability** — shows up, follows through, and surfaces problems without being asked
- **Organization** — maintains systems so others can find and use them without assistance
- **Tech comfort** — picks up new software quickly and uses it consistently
- **Team support mindset** — takes pride in making the team's work easier

*Additional duties as assigned to support the growth and operational needs of the organization. This description defines the core of the role and is intended to grow with the business, not to limit it.*