



List of Responsibilities- part-time position

Production manager:

- Sourcing out furniture & accessories (online, over the phone)
- Shopping
- Staging:
 1. booking an assistant (if needed)
 2. booking movers
 3. ordering flowers and picking them up
 4. preparing list of everything that needs to be brought with help of owner
 5. Sourcing out furniture from rental store if need be
 6. packing up
 7. moving
 8. staging- usually a full day
 9. Filling out Project Inventory Check List
 10. packing up what we don't use and bringing back to warehouse
 11. Entering inventory into paper Tiger with new location
 12. Entering furniture renewal date in calendar
- Following up on staging projects a month later
 1. moving out if house sold: booking movers, packing up, returning everything to warehouse and putting away to proper space
 2. Putting inventory data back into warehouse in Paper Tiger
- Office work:
 1. prepare packages to send to realtors
 2. mail packages
 3. enter renewal dates
 4. enter stats (clients name, who referred them, how much the house was listed for, how much it sold for, time on the market)
- Warehouse:
 1. Putting new furniture together
 2. Labeling any new furniture and entering into Paper Tiger
 3. Tidy up on a regular basis
 4. Unpack
 5. Clean furniture
 6. Fix furniture if need be
 7. Return broken items
 8. Get rid of boxes and garbage
 9. Take care of selling items that need to be replaced