

# Job Opening for Admin/Receptionist at Prashanti Art Studio & Gallery

[www.prashantiart.com](http://www.prashantiart.com)

Requirement for job position: Admin/Reception

## Admin Skills:

1. Developing and Managing Online shopping cart with sales and updates
3. Knowing Web site development to update new contents, workshop schedules, and news updates.
2. Marketing and promoting brand advertisement through social media and online shopping sites.
3. Managing and Updating products based on sales and orders
4. Taking care of Shipping products and customer issues regarding products
5. Placing orders for customers on site and taking care of online sales, shipping, returns, and refunds
6. Taking registration for new students, updating database accordingly.
6. Creating and updating database for existing students, discontinuing students, new admissions, waiting list etc.

## Reception skills:

1. Good communication skills with handling customers with utmost care and curtsy.
2. Showing and explaining about painting categories. Taking forward with sales and order.
3. Managing appointments for meeting, handling new registrations, and providing information for new inquiries.
4. Pleasant appearance and always shows enthusiasm towards attending customers.
5. Positive attitude to learn new apps and implementation time to time based on requirement.

## Technical Skills:

1. Good knowledge in Web development tools
2. Good Knowledge in Microsoft Office tools
3. Good Knowledge in latest apps like Square, PayPal etc for shopping cart implementation.
4. Plus, point if having knowledge with Adobe tools like Photoshop, Dreamweaver etc.
5. Plus, point if having knowledge with Tax filing tools such as QuickBooks.

**Note: Interested candidate please send us resume at [artists@prashantiart.com](mailto:artists@prashantiart.com)  
No phone calls please! After reviewing your resume, we will contact you to schedule interview.**