



CUSTOM ART FRAMING ASSOCIATE

Compensation: \$12 - \$15 per hour

Employment type: full-time/ 32 hours a week; Monday – Thursday 8:00 to 4:30

At our facility in Flagstaff we manufacturer high end art frames. The business has been in continuous operation for 31 years. Our customers are primarily artists, galleries and museums. Very limited walk in business. Orders are primarily placed over the phone or via email. Our Company focuses on frames and we do not do glass or matting. A high percentage of our frames are shipped to the customer who installs the art themselves.

We are seeking to add to our Team someone who would interact with customers in providing advice and quotes, regarding all aspects of picture framing. This position is not involved in the frame manufacturing process but will assist in packing and shipping frames.

The ideal candidate should have an artistic background, knowing about color theory and art styles.

Ideal candidate would also have office experience, customer service experience, the ability to manage projects, and computer knowledge (Microsoft Office in particular).

Qualifications Needed:

- Customer service skills
- Sales experience
- Ability to multitask is required
- Comfortable answering the phone
- Computer skills
- Friendly and outgoing personality needed