

Galbraith & Paul

New Job Posting - Office Manager

4 days/week • On-site in Philadelphia • Creative, Positive, Artisanal Interiors Studio

Help keep our creative engine running smoothly at **Galbraith & Paul**, an artisanal studio designing and hand-printing fabrics, wallpapers and pillows for luxury interiors since 1986. You'll be the go-to operations partner, turning orders into happy clients, and making sure our makers have what they need.

Job Description

Order Management

- Create and track orders in QuickBooks Enterprise
- Coordinate with production, showrooms & clients to fill info gaps and resolve issues
- Apply payments & run weekly reports in Excel

CRM & Office Operations

- Update contacts in Daylite CRM (training provided)
- Organize, archive, and manage sample requests.
- Order office and studio supplies & maintain PO → invoice paperwork trail.
- Miscellaneous office administration.

Job Requirements

- 3 + years of Interior Design Industry experience, preferably in office administration capacity.
- Excel skills – pivot tables, look-ups, basic formulas, clean formatting
- QuickBooks Desktop proficiency
- Exceptionally organized, deadline driven multitasker who can work independently and collaboratively
- Professional, discreet and courteous in every client, vendor and teammate interaction
- Interest in textiles, decorative arts or artisanal manufacturing

Job Details

- 4 days/week, on-site (Monday- Thursday – 32 hours) in our Philadelphia studio
- Salary range 55k-70k plus Health, Dental & Vision, 401(k) match, Paid Holidays & PTO
- Supportive, hands-on team in a creative artisanal environment.

Apply

- Email your résumé and a brief cover letter telling us why our work resonates with you to **job@galbraithandpaul.com**.
- Galbraith & Paul is an equal-opportunity employer

Galbraith & Paul

About Us

Galbraith and Paul is a block printing workshop in Philadelphia founded by Liz Galbraith and Ephraim Paul in 1986. Under one roof we design and print our textiles and wallpapers. Our company has grown and evolved but our core values have remained the same. We are committed to craft, quality, community and work-life balance. We hope our textiles inspire and bring you joy!