



Office Manager

Blind Ambition, a leader in custom window treatments and interior design solutions, is seeking a dependable and detail-oriented Office Manager to join our growing team. The ideal candidate will bring excellent customer service skills, proven organizational ability, and a positive, self-motivated attitude to keep our office running smoothly.

Key Responsibilities:

- Manage day-to-day office operations and support the leadership team
- Provide outstanding customer service via phone, email, and in-person interactions
- Schedule routes for installers and ensure jobs are coordinated efficiently
- Maintain accurate records, paperwork, and project tracking
- Oversee time management processes, deadlines, and priorities
- Foster a positive and professional office environment

What We're Looking For:

- Experience in customer service and scheduling (preferred in a service or construction-related field)
- Highly detail-oriented, organized, and efficient
- Strong time management skills with the ability to multitask
- Dependable and reliable—a true team player who takes initiative
- Positive attitude with excellent communication and problem-solving skills

Compensation:

- Competitive salary based on experience
- Opportunities for growth within a thriving, expanding company
- Supportive team environment and long-term stability