

Company: Rhombus Canvas LLC  
Job Title: Office Administrative  
Job Location: Irving, Texas  
To apply, send resumes to: [mary@rhombuscanvas.com](mailto:mary@rhombuscanvas.com)

ASI 82308  
SAGE 51224  
PPAI 709371  
PSI 90102

### **(Part-Time) Office Administrative**

Rhombus Canvas LLC is a manufacturing company based out of Texas and vertically integrated in India. Rhombus Canvas LLC manufactures primarily high-quality canvas, various polyester products, masks, and disposable gown products. We are looking to expand our sales department for our promotional product company. Our company treats each other like family with respect and is looking for someone who can adapt to our work ethics and stay with us long term.

We are looking for a 20-30 hour part-time Office Administrative who will be able to help the company grow and manage day-to-day customer service and office administrative tasks. This position requires working directly from the office (no remote options) and interacting with clients via phone and email. The ideal candidate is honest, well-spoken, confident, and polite with customers. We expect someone with great customer service who is highly motivated to ensure customer satisfaction and follow up with them on positive feedback for the company. The Office Administrative will be working directly under the President and Senior Director of Sales.

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#### **Responsibilities:**

- Promptly answer all office calls and follow up with new clients as well as existing clientele to maintain a great business relationship.
- Be self-motivated, punctual, and uphold virtuous work ethics.
- Must be able to represent yourself professionally and dress appropriately while networking with clients.
- If your presence is required at tradeshow, you must be able to represent the company's image and branding in a professional, but friendly manner.

- Handle all sensitive information in a confidential manner and work directly under the President and Senior Director of Sales.
- Must be able to create virtual mockups for customers when needed.
- Create email blasts for both Rhombus Canvas and Tag&Crew customers.
- Create shipment labels for M&G orders to assist the warehouse manager.
- Assist staff with administrative tasks when needed and maintain office supplies.

**Requirements:**

- Bachelor's degree (preferred)
- Excellent time management skills and ability to multi-task and prioritize work. Experience in an administrative role is a plus.
- Must be able to work in the Irving, Texas office from 9:00 am – 1:00 pm CST, M-F.
- Must have basic-advance knowledge in photoshop. There may be tasks using other adobe software such as In-Design or Illustrator. Must be willing to familiarize the basics of the programs if needed.
- Ability to adapt to a fast-paced environment with ease.
- Must be able to handle difficult customers with patience and politeness.
- Willingness to step out of your comfort zone and learn new skills in different departments when needed.
- Must be authorized to work in the U.S. and able to demonstrate English language proficiency. Second language skills are a plus.

Salary: \$16/hour

Please send in resume to [mary@rhombuscanvas.com](mailto:mary@rhombuscanvas.com) to apply.