



# PROSPECT

STUDIO

## STUDIO MANAGER

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### RESPONSIBILITIES:

- Familiarity with office + business systems
- Degree in business administration or related field preferred
- Experience in architecture, design, or construction industries a plus
- Excellent written + verbal communication skills
- Strong organizational + scheduling abilities
- Self-directed + detail-oriented in a fast-paced environment
- Professional, welcoming attitude + strong interpersonal skills

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### EXCELLENT BENEFITS

- Full-time salaried position + bonuses
- Health, dental, vision, life, disability insurance
- 401k, ski, gym, + cell phone stipends
- Own your own time! Unlimited PTO.

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At Prospect, we believe in the power of architecture to improve everyday life. We care about the well-being of our clients, our team, and our environment and we are guided by this big picture view.

**Full job description and how to apply**  
**[prospectjh.com/studio](http://prospectjh.com/studio)**