



**The CanvasWorks™**  
SAUSALITO, CA

**Administrative Virtuoso – Marine and Non-Marine Canvas Projects**

Commercial sewing shop on the water in Sausalito, specializing in custom canvas fabrication for marine and other applications, is seeking an expert administrator to join our busy team. This position is full time, weekdays 8:00 am to 4:30 pm.

**Responsibilities:**

- Cordially answer the phone and greet customers at the shop
- Accurately collect complete customer and project details
- Prepare and transmit project proposals to customers
- Order and track necessary materials
- Prepare work orders for sewing staff
- Assist managers with project scheduling
- Prepare invoices
- Process customer payments

**Requirements:**

Qualified candidates must have working knowledge of boats, preferably including sailing experience, and be creative, flexible, and able to work independently and with unfailing attention to detail. Must be able to lift 30 pounds and move large fabric pieces on sewing and cutting tables. Experience with Excel, QuickBooks, and customer service is required.

The Canvas Works provides employees with medical benefits, paid holidays, vacation and sick time, retirement plan contribution, and wages commensurate with experience.

To apply, please send your resume and a brief cover letter describing your knowledge of boats and boating to [lisa@thecanvasworks.com](mailto:lisa@thecanvasworks.com)