



Shandro  
PHOTO

**is hiring!**

## Excellent Part Time Opportunity (15-20 h per week)

Positional available for an organized, enthusiastic, creative Office Manager at a boutique wedding photography studio in Edmonton. Contract-based position from July 1 to October 28 2009, with potential for contract extension. Located at our Edmonton (south side) home studio.

### Responsibilities:

- digital image management, editing, proofing, retouching and necessary skills
- phone calls
- scheduling appointments
- email
- book-keeping
- digital file management
- filing
- other duties as assigned

### Qualifications:

- exceptional organization and time-management skills
- familiarity with MS Office Suite, Outlook, Photoshop
- ability to multitask
- good interpersonal skills
- ability to work unsupervised within set time frames
- detail oriented

Industry experience and graphic design experience is an asset. 1-2 years digital photography experience preferred. Understanding of the wedding and portrait business and familiarity with Adobe Creative Suite a plus.

Applicants must have access to their own transportation.

**Please send a resume to [info@shandrophoto.com](mailto:info@shandrophoto.com).**

**Only candidates invited for an interview will be contacted.**

**Application closes MAY 20th, 2009**