

# Kay Dee

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## DESIGNS

### ABOUT

In 1951, 'Kay Dee' was established as a hand-printer of linen towels and calendar towels. Although still operating out of rural Hope Valley, Rhode Island, today, Kay Dee Designs has partnered with the best factories worldwide to provide customers with every want imaginable in kitchen textiles. Our company has grown because of our ever-changing and award-winning textiles, offering solid basics programs, but honing in on our niche of print designs. From aprons to tabletop, mitts, and chiefly kitchen towels, we have covered every want for seasonal & themed merchandise in the kitchen. We are more than kitchen towels, but #1 in kitchen towels. We sell to independent retailers, as well as larger corporations, and are skilled in developing custom programs in addition to our open line.

Website

<https://www.kaydeedesigns.com>

Phone (800) 537-3433

Industry - Textile Manufacturing

Headquarters - Hope Valley, RI

Founded - 1951



# Employment

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## OPPORTUNITIES

### ASSISTANT ART DIRECTOR

Due to the success of our award-winning kitchen textile company, Kay Dee Designs is looking for an assistant art director in our Hope Valley RI location. Work with a small team of talented artists to help us develop seasonal programs and expand our licensing endeavors. A background in textiles would be great, but not required.

#### **JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Forge relationships with licensed artists and licensing agents
- Write design specs and prepare files for overseas factories
- Work closely with key accounts on design trends and custom product
- Oversee the art staff to execute the above

Please inquire and send interest to [RRakauskas@kaydeedesigns.com](mailto:RRakauskas@kaydeedesigns.com)

### DATA ENTRY / OFFICE ASSISTANT

We are currently looking for an experienced and energetic multitasker to join our team. This is an on-site fast paced position in our Hope Valley location. You will be responsible for accurate data entry, file maintenance, customer support.

#### **RESPONSIBILITIES**

- Data entry
- Review for discrepancies in data entered, correct, and post.
- File maintenance, spreadsheet maintenance
- Customer invoicing, emails, update customer information, collections
- Answer general customer service inquiries.
- Assist with special projects as needed.

#### **QUALIFICATIONS**

- 1-3 year's experience in data entry and customer service
- Proficiency in typing, office equipment: printers, scanners, Software; Microsoft Office, Excel, Word, IBM AS/400 a plus.
- Clerical skills, such as filing and organizing documents, mailings.
- Attention to detail and accuracy
- Ability to work independently and meet deadlines
- Phone etiquette, customer communication, and administrative skills.
- Knowledge of accounts receivable and collections
- Strong organizational, written, & verbal communication skills.