



Administrative Assistant Role

NOTE. This is a hybrid position. Part-time (20-30) weekly office hours with all of our events + productions sprinkled in between. Competitive hourly pay.

Responsibilities

- Assist on general administrative work for account teams
- Manage calendars and meetings
- Meeting coordination - in person and via Zoom
- Travel coordination - both domestic and international
- Lead on expense reports and invoice submissions per project
- Assist on budget tracking
- Occasionally assist with live events
- Monitor office supplies and materials
- Assist with product sample shipping

Requirements

- Bachelor's degree preferred
- 0-2 years of experience
- Self-starter + self-reliant
- Demonstrate problem solving skills
- Ability to work well with team members
- Proficiency in Microsoft Office and G-Suite
- Good written and verbal communication skills
- Ability to prioritize work
- Curious and personable, socially aware + confident

Minor Personal R&R - some administrative tasks for business owner

- Facilitating meetings and coordinating some follow up
- Gift buying
- School admin