

Administrative Assistant

OVERVIEW

Are you an experienced Administrative Assistant looking for a great place to work that offers a flexible work schedule and is 100% remote? Then keep reading because this might be an excellent opportunity for you!

We seek a highly organized and knowledgeable Administrative Assistant to provide professional, timely, and personalized support to our CEO. As a part-time team member, you will work remotely, managing assigned tasks and providing expertise to the CEO, the internal team, and consultants while maintaining clear and consistent communication amongst all individuals.

ABOUT US

- Our clients are service-based companies that rely on us to manage their weekly bookkeeping, including but not limited to A/R, A/P, payroll, monthly financial statements, etc.
- Most of our clients follow the Profit First method of cash management. We are a mastery-level certified firm
- We rely heavily on technology and use multiple online platforms to manage the work internally and externally. With this, we are always looking for ways to streamline the work and uplevel the client experience
- We are expanding and actively seeking ways to support continued growth while up-leveling our services

ABOUT YOU

- Ambitious, meticulous, confident and self-motivated
- Independent thinker: you are not afraid to take initiative on your own and confidently advise/communicate with the CEO and senior management
- Problem-solver with the ability to conduct independent research to seek answers and provide solutions
- Extremely tech-savvy: you like to learn new things and apply them
- Knowledgeable regarding social media marketing; interested in identifying the latest trends to aid in business growth
- Highly conscientious and understands the impact of this role; professional and respectful of everyone at all times
- Thinks outside the box, self-disciplined, dependable, reliable, detailed and thorough

- Previous experience working with small businesses and exploring ways to improve the back office operations

CORE RESPONSIBILITIES

- Calendar management
- Attend monthly meetings with the copywriting team and automation consultant; implementation and ongoing management of initiatives
- Coordinate/manage tasks with copywriter and CEO; secure images for blogs and actively communicate with the copywriting team
- Create email campaigns and client communications within ActiveCampaign
- Create, post, and schedule social media content
- Document, organize, and maintain files; manage leads in Asana
- Assists with new client onboarding; optimization of current system
- Monitor, analyze, and make recommendations based on collected information to improve business processes

Our values guide us in all we do...

VALUES

Honesty and Trust: We are honest to ourselves and to each other.

Kindness: Positive people are uplifting.

Professionalism: Integrity and reliability demonstrate that the work is important to us. We expect it to be important to our clients, as well.

Respect: We have regard for the feelings and opinions of others and assume the same in return.

Responsibility: Cultivate mutually beneficial relationships; taking ownership of our contribution is essential, good or bad.

PURPOSE

This position is integral in maintaining the efficiency and structure required in bookkeeping. The ideal candidate for this role is a self-starter who works autonomously while engaging with a remote team to accomplish the overall business goals. Resourceful and communicative with an ongoing drive to continually provide high-level support and eagerness to learn.

REPORTING

This position reports directly to the Finance Team Lead with a dotted line to the CEO

CONTINUING EDUCATION/RESEARCH

We strive to continually explore ways to improve our services and employ new and innovative strategies to enhance the client experience.

QUALIFICATIONS

- High School diploma; advanced degree preferred
- 5 to 7 years of recent experience in administrative support; experience managing social media marketing
- Excellent written and oral communication, as well as interpersonal relationship skills
- Proficient use of technology and ability to learn new systems quickly
- + Bonus points for experience with Asana, Dubsdao, ActiveCampaign
- Ability to prioritize job responsibilities and meet deadlines
- Ability to follow proven systems while looking for improvements
- Works efficiently and effectively; excellent time management
- Proactive rather than reactive; seeks to understand and find solutions

HARD SKILLS

Proficiency in Google Suite (Email, Calendar), Asana/Task Mgmt Systems, Dubsado (or other CRM)

Experience with ActiveCampaign, Zapier, and various social media platforms

Familiarity with accounting and financial environments

Experience in creating and delivering a stellar onboarding client experience

SOFT SKILLS

Excellent communication and interpersonal skills; Seeks to understand, empathetic, collaborative, and embraces humility

Strong problem-solving skills with a solution-based mindset

Exceptional organizational and multitasking abilities

Confidentiality, discretion, and professionalism are expected

Embraces change and seeks innovative ways to engage clients and support team members

Ability to anticipate needs while being adaptable, reliable, and resourceful

SALARY & BENEFITS

Part-Time: 5-10 hours per week

Compensation: \$25 - \$35/hour (based on experience)

Flexible employment classification: W2 Employee/1099 Contractor/Freelance

Remote work arrangement with flexible hours

Opportunity to grow with the company and increase hours

Access to professional and career development opportunities

***US-based candidates only**