Position: Administrative Coordinator

About Organize To Scale™

http://www.organizetoscale.com

Organize To Scale™ helps real estate syndicators and content creators get way more done with way less headache.

We accomplish this by building strong processes and teams around their vision, mission, and values so that they business can scale without breaking the bank, losing precious time, delaying execution, and frustrating the hell out of everyone, including their spouse. ;-)

Operational chaos … Inadequate processes … Wrong People in the Wrong Seats … Not enough time … the list goes on! BUT, this all is a thing of the past for our clients!

Our passion is empowering mission-driven leaders to thrive in their Sweet Spot! Freeing them up to spend their energy and focus building strategic relationships, generating leads, creating content, closing sales, and doing deals.

We do this by leading, managing and holding accountable the team THEY need to scale your business.

Position Summary:

Reports to: Administrative Lead

The successful Administrative Coordinator maintains and supports the operational infrastructure for clients and internal stakeholders. The AC collaborates with internal teams to complete project tasks in an efficient, effective, and timely manner.

Job Responsibilities:

- Maintain and support client's data and documents while maintaining OTS standards and conventions
- Oversee client's email including distribution lists, marketing and sales email blasts and response rates
- Collect and log client KPI's for review by the Client Success teams
- Perform regular system audits to ensure consistent best practices
- Assist with the creation and maintenance of standard operating procedures (SOP's) and process maps
- Support and maintain client CRM system including website integrations as required
- Configure, support, and administer client's G-Suite, calendar, and passwords
- Create and maintain video and documented training sessions as required
- Capture and organize meetup, webinar and live event data for analytical purposes

- Perform any additional tasks as required by OTS and its clients

Qualifications:

- Experience working with G-Suite and Microsoft Office
- Driven, competitive personality combined with innate creativity, a strong sense of urgency and a desire to elevate his/her career to the next level
- Ability to work independently and thrive in a fast-paced environment
- Excellent communication skills, both written and verbal
- Excellent time management and multi-tasking skills
- Use critical thinking skills to identify alternative solutions, conclusions or approaches to problems
- Motivated, goal oriented, persistent
- Start-up experience

Personal Attributes:

- Achievement driven; sense of urgency
- Positive attitude
- Strategic problem solver
- Comfortable with fast paced environment with changing priorities
- Proactive
- Independent and strategic thinker
- Ability to lead self and others

Location:

This position is 100% remote with occasional travel for company events

Compensation:

Organize to Scale offers a competitive wage as a 1099 contractor