

### Summary:

Lead and manage the daily office administrative operations, serving as an Executive Assistant to the President and Executive Vice President and copywriting special projects.

### Overview:

As an Executive Assistant and Office Manager, your primary responsibility is to ensure our office's smooth and efficient administrative operations. The successful candidate will maintain the office infrastructure, order supplies, and manage the company's financial records. They will also provide general support to visitors and ensure that all office procedures are followed correctly.

In addition to these responsibilities, the candidate will also serve as an Executive Assistant to the President and Executive Vice President, managing their schedules, handling correspondence, and assisting with special projects as needed. The ideal candidate will be results-oriented and hands-on, with excellent interpersonal skills, copywriting experience, and the ability to resolve problems and conflicts in a diplomatic and tactful manner.

They will also be responsible for collaborating with the President to ensure the quality and integrity of financial controls to ensure the company's financial health. Overall, this role plays a crucial role in the success of the company by ensuring that all office operations run smoothly and efficiently.

### Responsibilities:

- Serve as the point person for office manager duties, including maintenance, mailing, supplies, equipment, bills, deposits, errands, and shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery, supplies and equipment
- Maintain the office condition and arrange necessary repairs
- Provide general administrative support to the President
- Partner with HR to update and maintain office policies as necessary
- Partner with the Executive Vice President to ensure the office is running smoothly.
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Act as the primary point of contact for all office vendors and suppliers
- Manage office budget, accounts payable and receivable; ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the onboarding process for new hires



- Address employees' queries regarding office management issues (e.g. stationery, supplies, hardware, and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering, and security
- Work with departments to confirm the accuracy of AP/AR.
- Plan in-house or off-site activities, like parties and celebrations

#### Results:

- Improved support and efficiency for the President through effective scheduling, communication, and administrative tasks.
- Enhanced office operations and infrastructure through the implementation of effective office procedures, management of office vendors and suppliers, and maintenance of office equipment and facilities.
- Accurate and timely financial management and reporting through effective budgeting, accounts payable and receivable management, and adherence to financial and accounting regulations.

#### Requirements:

- BA/BS degree or equivalent
- 3-5 years of experience in an office management or controller role
- Excellent organizational and time management skills
- Strong understanding of financial and accounting principles and regulations
- Proficient in Microsoft Office, including Excel, Word, and PowerPoint
- Experience with accounting software, such as QuickBooks
- Ability to work independently and in a team environment
- Bachelor's degree in accounting, finance, or a related field
- Excellent attention to detail, organization, and time management
- Comfortable with multi-tasking and adapting to change
- Ability to identify and manage priorities
- Exhibits keen problem-solving and listening skills
- Exceptional verbal and written communications skills
- Exceptional organizational and planning skills
- Deep passion for our mission and a willingness to love people well
- Maturity and humility to lead with empathy and sensitivity

#### Positions Details:

- Based in Dallas, Texas, this is a full-time role
- Hours of 8:30am-5:30pm, Monday-Friday
- Salary based on experience

