Administrative Assistant

ESSENTIAL FUNCTIONS

Responsibilities:

* Administrative Assistance
	+ Ensure full Greatness tracker for team lead
	+ Managing team lead’s calendar
	+ Manage connection emails with assigned business and networking partners
	+ Put together sales presentation packets
	+ Document and update team processes and handbooks
	+ Update and maintain company CRM (Salesforce) records, reports, and call notes
	+ Update and print team lead’s daily reports including calendar and thank you notes
* Marketing
	+ Create and manage marketing calendar
	+ Manage gifting for partners and clients within assigned budget and update Huddle Report
		- Random VIP and Top PCT50 gifts; VIP and PCT50 birthday gifts programs
		- Blitz gifts
		- PC birthdays
		- In-process benchmark gifts
		- Closing gifts
		- Referral rewards program
	+ Distribute weekly videos to Database
	+ Manage social media posts
	+ Update marketing collateral as needed
	+ Work with assigned vendors to update website as needed
	+ Assist with Mailers
		- Monthly EOS and Letter of the Heart
		- Farm and Just Listed/Just Sold campaigns
	+ Coordinate and attend Events (Happy Hours, Client Events, Team Events)
	+ Prepare visual presentations as needed for lunch and learn and other networking opportunities
* Office/Front of House
	+ Maintain a set schedule in the office
	+ Prepare office for the day
	+ Prepare for and greet in-office appointments (closings, referral partners, etc)
	+ Answer main line calls, transfer calls, and take messages as needed
	+ Manage monthly office supply and food orders
	+ Manage weekly agendas and print reports for team meetings

**Core Values:**

Lead by example

Embrace accountability

Attitude is everything

Deliver excellence

Minimum Requirements:

* Bachelor’s degree or equivalent number of years working experience in related field
* Proficient knowledge of MS Office programs, including Outlook, Word, Excel and PowerPoint
* Proficient knowledge of Adobe Acrobat
* Proficient knowledge of CRM & data entry experience
* Proficient knowledge of office equipment
* Provide a “Raving Fan” experience to our clients everyday

Skills:

* Embody a team first mentality
* High sense of urgency in fast paced environment
* Extremely organized and detail oriented
* Excellent presentation and interpersonal skills, with strong written and verbal communication skills
* Ability to build effective relationships with clients and team members
* Ability to exercise independent judgment and decision-making skills
* Ability to prioritize conflicts and effectively manage multiple projects and assignments under time constraints and changing priorities
* Willingness to work a flexible work schedule at times

Compensation:

* $25 an hour starting salary
* 10 days paid vacation and sick leave
* 10 days Holiday paid time off
* Medical insurance after probation period
* Commencement Bay Brokers 401(k) participation after meeting eligibility requirements; after meeting said eligibility requirements, Commencement Bay Brokers will contribute a 3% employer Safe Harbor contribution
* Mileage reimbursement for work related trips
* Holiday paid time off