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