



The
STRATEGY
GROUP, LLC

Open Position: Office Manager/Executive Assistant

Date: November 2022

The Strategy Group (TSG), an advisory firm that provides transformative guidance, direction, and support to nonprofit leaders, is currently looking to hire a part-time office manager for 10 hours each week to organize and coordinate office operations and procedures and assist in many facets of the business. The position offers and the ability to work in the office and from home.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and should be able to work independently. The person must be exceedingly well organized, flexible, and enjoy the challenges of supporting a team of two.

Responsibilities:

- Organize and schedule appointments, meetings (across different time zones), and Zoom calls to manage calendar throughout each month for the Managing Director.
- Provide administrative support to Managing Director and Senior Consultant. Organize all office operations and procedures.
- Manage relationships with clients, ensuring all clients are invoiced and submit payment to TSG in a timely fashion.
- Prepare payroll every two weeks and manage payroll records.
- Manage all banking and financial reports via QuickBooks every two weeks.
- Prepare CT and Federal tax forms for submission quarterly.
- Coordinate travel and manage travel expenses.
- Plan events: book meeting spaces, arrange catering as needed.
- Manage project and client analysis to ensuring that projects are within scope and budget.
- Assist with report development, survey creation and analysis.
- Assist with resume review, analysis, and interviews during leadership searches.

- Conduct competitive research analysis for client projects.
- Manage focus group set up, attend and record notes.
- Attend meetings, client retreats, and other events to take notes and submit to clients.
- Manage TSG online presence, including LinkedIn and social media marketing, updating and managing website, and creation of monthly newsletter via Mailchimp.
- Maintain office technology.
- Support Managing Director with day-to-day support as requested (e.g., mailing items, occasional errands).

Requirements:

- Proven office management, administrative or assistant experience.
- Knowledge of office management systems and procedures such as financial reporting and payroll.
- Excellent time management skills and ability to multi-task and prioritize work, with strong organizational skills.
- Experience managing social media and marketing.
- Excellent written and verbal communication skills.
- Proficiency with Mac technology and the ability to troubleshoot; strong knowledge MS Office, iCal, Zoom, Dropbox, MailChimp, Canva, and QuickBooks.

The position is part-time for 10 hours each week. Occasionally there could be more hours. Flexible hours and work from home can be arranged, but regular office time will be required. The position pays \$30 per hour.

For more information, please send a cover letter and resume to: The Strategy Group at info@thestrategygroupllc.org

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