

Career Opportunity

Rockstar Team Assistant



Location: United States (Home Office)



Schedule: Part Time (ca. 30-40%)



Target Start Date: asap

We're looking for a very special candidate for the part-time role of Team Assistant. Keep reading if you are excited to work closely with a fast-growing boutique consultancy where you'll be at the center of an awesome team that helps organizations change the way they work and engage with their employees as they strive for business agility.

Does this sound like you?

- You're highly organized and LOVE following initiatives through to completion
- Checking things off your list and developing structure gets you excited to jump out of bed every morning
- You enjoy being in a support role, taking over responsibilities and you thrive working in a fast-paced environment
- You're totally pumped to work for a quickly growing startup in a fast-paced environment
- You're resourceful and relish figuring out how to get things done but aren't afraid to ask for guidance when needed
- You have an insane attention to detail and amazing time management skills
- You enjoy anticipating what your team needs and you can implement quickly
- You're passionate about continually learning and improving your skill set

Then this might be the right position for you! But we want to be clear: We are looking for someone with a strong desire to learn and grow with our company. That's why....

This is not for you if ...

- You don't enjoy working virtually. The job requires you to be self-driven and comfortable with working on your own.
- You can only work on specific days. We are looking for someone who is okay with a highly flexible and inconsistent schedule. Some of the work can wait until a specific day, but you'll need to be able to answer client requests within 24 hours/1 business day.
- You need structure and routine. This job requires you to be flexible and handle different tasks as they come up. So, this isn't a typical 9-5 job. Your job responsibilities will vary week by week making this position exciting with the potential to grow with us.
- You like to be told exactly how to do something or the reverse. There will be a balance in your own creativity in completing assignments, but there will also be times when systems must be followed to a T.
- You don't like to communicate with people. Our clients are located across the globe and you will be connecting with people from different cultures and backgrounds. For many of them, you will be the first point of contact and we rely on you to make a great first impression.

Stuff we'll trust you with

- Support the team: Work closely with the CEO and consultants to assist them in their value delivery
- Admin Tasks: Complete a broad variety of administrative tasks including updating contacts, conducting research, creating slides, editing documents, proof-reading articles.
- Communication and Email Management: Manage incoming and outgoing communication, organize inbox and voicemail; handle email flow and correspond on behalf of the company
- Scheduling and Calendar Management: Organize and maintain our online scheduling system, handle meeting requests and manage calendar entries
- Client and Partner Management: Acts as the liaison between the company and our clients and partners and communicate directly with them for a wide variety of situations
- Event Planning: Coordinate and organize external events including conferences, meetups, workshops, training, off-site meetings, and retreats
- Special Assignments: Depending on the candidate we can extend this work to include website and content management, marketing, communication, social media and graphic design.

What makes you 'YOU'?

- Exceptional customer service and interpersonal skills – We're looking for a solutions-oriented problem solver who can step into the shoes of clients and deal with all types of situations with ease and grace for a positive outcome.
- Ability to build great, trusting relationships with our international clients.
- Native English speaker with exceptional language and communication skills as well as outstanding grammar and writing skills (includes editing others writing).
- Outstanding knowledge of the MS Office. Bonus points for WordPress, vCita, JIRA/Confluence, Quickbooks, InDesign, Illustrator, Photoshop, Hootsuite
- Passionate and ambitious – we want someone that is excited to grow with us!
- A can-do attitude – someone who enjoys problem solving and succeeds in prioritizing and completing multiple assignments independently and under tight deadlines
- A professional attitude and superior organizational and time management skills
- Trustworthy and honorable – We need someone who will handle sensitive documents and knowledge with confidentiality at all times
- Bachelor's Degree in any field, and previous experience as an Assistant highly preferred but not required

What's in it for you?

JLS is headquartered in New York City, but we are working as a virtual team spread around the world. Together with our clients and partners, we are changing the world of work. It is a high paced and demanding environment and we work hard towards our vision.

We don't shy away from challenges and we buckle down, and we also have fun doing it. We know we are stronger together. We'd love to welcome you as part of our driven and awesome team.

What's next?

So, what do you think? Maybe a great fit? We'd love to know more about you.

Please email your resume to career@justleadingsolutions.com, along with your answers to the following questions:

- Why are you interested in joining JLS?
- What makes you a great fit for us?
- What is your salary expectation?

Please note: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

We are an equal opportunity employer.

Thank you.

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