



Office Manager

Company Description

AssetLab Marketing is a digital marketing company expanding its team to include an Office Manager.

AssetLab was founded in 2014 as a family-run locally-focused marketing agency and has grown to target niche clients nationwide. We offer marketing expertise to small businesses including those in events, legal, tattoo, medical, auto, and nonprofit industries. Our expertise comes from growing online businesses.

Our values are Professionalism, Transparency, and Community. We take pride in our customer focus and the expertise we bring to the small business owners we serve.

To apply please email your resume or a link to your LinkedIn profile to info@assetlab.us. Use the subject "Office Manager Candidate" and your name. In the email, briefly explain a process you created or helped create.

Job Description

I am looking for a motivated team player who enjoys working remotely in a cheerful, process focused environment to join my team.

You will be responsible and accountable for work management, process development, special projects, and responsible for collaboration with the General Manager on strategy. And, if you are marketing-savvy and/or small-business savvy, it will be greatly utilized in this role.

We are a team of 6 remote members, a mix of employees and contractors, including a sales person and technicians with various specialties. We are spread around the United States from Washington to Florida and Michigan to Texas.

Role attributes & benefits:

- Part time hourly position
- Flexible schedule
- Remote work, though you need to be in Washington State
- Job training and ongoing training and development
- Expense reimbursement, travel reimbursement
- Communications tools
- Opportunity for expansion to a full time role and possibility for promotion to General Manager

Compensation

- Hourly Rate: Starts at \$30/hr, increases monthly by \$1/hr to \$35/hr
- Paid sick leave and time off, Performance incentives

Attributes & Attitude

You are a great fit for this role if you have the following attributes:

- Highly self motivated
- Morally guided
- Curious
- Cheerful
- Team player
- Professional appearance and communication
- Confident decision maker
- Very willing to ask questions and ask for help
- Have business and financial acumen

This Job Is Ideal for Someone Who Is

- People-oriented: You interacting with people, building relationships, guiding people, and creating a positive work environment with cheerfulness
- Achievement-oriented: Works hard, identifies your own work, enjoys occasional challenges that can involve setbacks and failures along the way
- Process Oriented: Enjoys finding and developing the consistent processes used in the business and helping others focus on delivering based on processes
- Curious: Really enjoys learning, trying new things, and finding winning ways
- Internet and computer Savvy is a must

Areas of Responsibility

Work Management

- Oversees day to day operations and communicates with the team as needed and in weekly sessions to make sure all work is done according to expectations in schedule and quality using our processes
- Works directly with clients on projects and as part of service delivery via the phone, email, video conference, and video messaging
- Helps identify options and solutions to problems by collaborating with team members, while understanding that your strength is the breadth of your perspective of the team
- Maintains visibility to work and customer support performance so that all team members and leadership are easily informed and priorities are clear
- Takes leadership of occasional projects or support issues to make sure they receive the attention and action needed by the team
- Helps identify, define, and change processes in collaboration with the team
- Is a champion for following and updating the processes used by the team

People Management

- Observes the need for specific roles and positions on the team
- Contributes to hiring decisions
- Maintains a cheerful, teamwork focused, customer service culture

Financials

- Prepares and participates in leadership team meetings
- Takes on and coordinates actions to help achieve financial and business goals
- Assists the bookkeeper in properly billing customers, maintaining records, and resolving questions

Office Management

- Assists the sales person in recordkeeping. May be asked to step in for the sales person occasionally.
- Assists with paperwork and filings
- Assists in marketing efforts
- Takes on special projects as assigned by the General Manager
- Helps the team win by taking action when there is a gap or opportunity needing attention