



Position Description

Job Title:	Administrative Assistant/Office Manager	FLSA Status:	Non-exempt
Office Location:	San Diego, CA	Hours:	40 hours per week
Department:	Office Management	Salary:	\$35,000 - \$45,000/year
Reports to:	VP of Operations		

Summary:

This is an exciting opportunity for a highly organized, motivated, energetic, self-starter who has the desire to be a member of a dynamic, purpose driven team. The Leadership Edge is the industry leader of organizational development for the life sciences. We assess, guide and develop leaders, managers and teams, from the scientists at the bench, to the directors in the boardroom. This administrative role supports general office management, program management and the sales team in a fast-paced, high impact environment.

Essential Duties and Responsibilities:

Work closely with the VP of Operations in the following areas:

- Office Management/Administrative Support
 - Ordering supplies and inventory for office
 - Maintaining filing system and office organization
 - Assist in maintaining and updating Hubspot CRM database
 - Processing mail and email merges
 - Scheduling Zoom training sessions and inviting program participants
 - Creation and formatting of PowerPoint presentations and program slide decks
 - Creation and formatting of program materials for program offerings
 - Coordination of company sponsored events
 - Supporting marketing consultant by implementing marketing campaigns
- Program Management
 - Creating and managing database files for new programs
 - Program supply management
 - Provide client support under the direction of the VP of Operations and Directors of Programs
 - Coordinate shipping of program materials; scheduling pickups, ordering supplies, packing boxes, etc.
 - Assisting with participant support for program management when needed
 - Provide logistics and materials support for conferences and programs including booking travel needs
- Sales Team Support
 - Managing data in Hubspot (CRM database management) system
 - Proofreading proposals and sales tools
 - Following up with program graduates
- Miscellaneous duties as assigned

Key Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Excellent written and verbal communication skills addressing a wide range of contacts, including high-level executives, scientists, facilitators, and staff. Includes effectively employing tact, integrity, confidentiality, diplomacy, and flexibility
- Results-oriented
- Demonstrates impeccable attention to detail and goes the extra mile to see things through
- Strong teamwork and work ethic with a positive attitude



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- Ability to manage a high volume of details across dozens of projects in a fast paced, deadline driven environment
- Desire to advance career in a small, dynamic and growing company
- Proficiency in Microsoft Suite including Word, Excel and PowerPoint. Abilities in PowerPoint presentation design a plus
- Interest in learning Hubspot, customer relationship management (CRM) system
- Ability to maintain composure under pressure
- Ability to work independently and accomplish tasks assigned within the time allotted
- Ability to anticipate additional needs and responsibilities in advance
- Ability to lift and carry or transport approximately 20 lb. boxes

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office is a multi-floor building without an elevator. Offices are located upstairs.

Education and/or Experience:

- Minimum of 1-2 years related experience and/or training; or equivalent combination of education and experience
- 1-2 years of database management software experience preferred

Other Requirements:

Proficient in Microsoft Office applications including Word, Excel, PowerPoint, SharePoint, and Outlook. Adobe Creative Suite, CRM experience and email marketing platforms are beneficial but not required.

Zoom, MS Teams, and other virtual platforms.

Language Skills:

Excellent written and verbal communication skills in English are a requirement.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to prioritize tasks.



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.
- The employee may need to lift and/or move up to 25 pounds on occasion.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Interested candidates may submit their resume online at Info@theleadershipedge.com