



Position: Marketing & Administrative Assistant

Type: Permanent Full-Time

Salary/Pay: Based on Experience

Benefits: Health Insurance, Matching Contribution Retirement Plan and Disability Insurance

General Summary:

Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Assisting with marketing administration tasks as needed.

Essential Duties and Responsibilities:

- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory levels; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Assists with accounts receivable and accounts payable as needed.
- Working with QuickBooks Online as needed.
- Maintaining marketing contact list.
- Implementing recurring marketing campaigns as instructed.
- Building marketing materials using print, digital, and online methods.
- Assisting with management of social media accounts for clients as necessary.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Qualifications and Experience:

Technical

- Minimum of 2 years' experience, or equivalent education
- Proficiency with general Microsoft Office applications
- Previous experience with QuickBooks Online preferred

Non-Technical

- Desire to continually learn and grow
- Strong interpersonal skills

- Firm desire to consistently work as a vital part of the team with a primary focus on client service and teamwork
- Ability to work on multiple priorities and/or projects simultaneously
- Excellent listening and communication skills, both verbal and written
- Strong customer relationship skills
- Organized, detail oriented and self-motivated
- Ability to provide and maintain detailed documentation
- Willingness to develop professionally
- Problem solving abilities and ability to meet reasonable deadlines
- Willingness to learn web marketing solutions

Working Conditions:

- Professional office environment

To Apply:

Submit an employment package that includes cover letter, resume', three professional references and any other relevant information to:

Human Resources

Attn: Marketing & Administrative Assistant

OR

hr@thetechjunkies.net

2707 Vine Street, Suite 19A

Hays, KS 67601

Incomplete Employment Packages will be removed from consideration.