



# Office Manager/ Executive Assistant at Intellectual Point

The Office Manager/Executive Assistant is a key to make the office function at peak performance. The ideal candidate for this role is an experienced multi-tasker who can handle many tasks to support various internal needs while providing the best service to our students. The successful candidate will have a customer service oriented outlook as well as excellent organizational and verbal/written communication skills, topped off by a polished, professional image. This position is full-time and requires weekend availability.

## Salary, Commissions & Benefits

- **Attractive base pay**
- **Attractive Health Benefits + Vacation**
- **Performance-based perks**

## Experience and Skills Required:

- Assist the CEO and CFO with daily tasks
- Follow up with student roster
- Support students' needs and promote their success
- Responsible for logistics; for each class organize the food requests and order it, give access to students to different websites and class needs, order books before class starts and be sure they get them, find new locations for training as needed, manage attendance and Certificate of Completions
- Coordinate Meetings with partners and corporate events
- Communicate verbally and in writing to answer inquiries and provide information
- Organize and assist with internal and external marketing events
- Follow up with students to ensure they have what they need and are ready for the test after class finishes
- Back up proctors for test center when needed
- Must work Saturday and Sunday – Tuesday and Wednesday off
- Hours will flex 8-12 and 4-8 with a break in the middle per day
- No work from home
- Handle incoming calls in a prompt and professional manner
- Maintain the office environment to ensure clean and organized appearances at all times
- Handle projects as assigned
- Provide administrative support to the shared services team
- 4-year college degree
- 1-2 years' experience in an office environment
- Outstanding organizational and communication skills, both written and verbal

Please send a copy of your resume to: [contact@intellectualpoint.com](mailto:contact@intellectualpoint.com)