

TITLE:

Operations Manager – Part Time
Location: Coral Spring, FL

PRIME FUNCTION:

The ***Operations Manager*** for CAMPUSPEAK, INC. is an active member of the CAMPUSPEAK team, representing nearly 60 professional speakers, 50 facilitators, and programmatic efforts to include online education, interactive workshops, consulting, and customized programs for the college and university community nationwide. The ***Operations Manager*** provides support to the President, the Chief Executive Officer, and other employees, by handling a variety of tasks to ensure that all interactions between the organization and others are positive and productive.

The ***Operations Manager*** will be committed to partnering with college campuses and organizations to improve university communities and the lives of students. The ***Operations Manager*** will provide excellent customer service and provide support to the President and the Chief Executive Officer of the company to advance the day-to-day operations of the company.

- This position reports to the Chief Executive Officer of CAMPUSPEAK, INC.

DUTIES AND RESPONSIBILITIES

- Contribute to the CAMPUSPEAK Team by accomplishing related results as needed
- Communicate with team members, speakers, facilitators, and vendors in a courteous and professional manner.
- Maintain general familiarity with higher education trends and needs to effectively communicate with customers.
- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Manage the maintenance of office equipment
- Assist in the preparation of regularly scheduled reports
- Generate reports
- Prepare and monitor invoices
- Carry out administrative duties such as filing, typing, copying, scanning etc.
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Manage staff appointments
- Follow all regulations, policies, work procedures, and instructions.
- Completes other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Exceptional attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office Suite, Google Docs, Google Sheets, Zoom,

WORK HOURS:

This is a twenty (20- 35) hour-a-week position with flexible days and hours based on needs. This could include nights and weekends.

This position is required to work in the company office in Coral Springs, FL.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent; college degree preferred.
- Any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved

ABOUT CAMPUSPEAK:

Founded in 1999 CAMPUSPEAK has grown to become the leading speaker's agency in the higher education market. We are a mission-driven company. We Will Touch People's Lives. It is the only reason we are in business – to deliver important ideas which empower the student to make a difference in their communities and in their own lives. Everything we do will honor, respect, and promote human dignity and potential.

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.

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