

Job Title: Office Support Specialist

Job Description:

We are seeking a versatile and proactive individual to join our team as a Hybrid Marketing & Production Assistant. This unique position combines elements of marketing, production, and administrative assistance, providing a dynamic work environment with a variety of responsibilities. The ideal candidate will have a background in marketing and administration, possess strong skills in Excel or Google Sheets, and be adept at managing multiple tasks efficiently.

Key Responsibilities:

- **Data Management & Reporting:** Read and interpret reports from our Salesforce system, transferring data into spreadsheets for analysis. Provide regular updates and insights based on the data collected.
- **Customer Relations:** Make thank you calls to customers after a sale has been completed, ensuring customer satisfaction and building strong post-sale relationships.
- **Administrative Support:** Assist with various office duties and special projects, including managing spreadsheets and generating reports as needed.
- **HR Support:** Work closely with the Finance and HR team to prepare new hires onboarding documents, prepare vacant jobs ads, manage job postings, etc. Manage our recruitment process on Indeed, including setting up interviews and coordinating schedules with potential candidates.
- **Office Projects:** Participate in office projects and tasks that require strong organizational skills and attention to detail.

Qualifications:

- Background in business management/marketing and/or administrative assistance.
- Proficiency in Microsoft Excel and Google Sheets; strong mathematical skills for data analysis and reporting.
- Experience with Salesforce or similar CRM systems is a plus.
- Excellent communication and interpersonal skills.
- Ability to handle multiple tasks and projects with a high level of accuracy and attention to detail.
- Strong organizational skills and the ability to work independently.
- University degree is required.

What We Offer:

- A collaborative and supportive work environment.
- Opportunities for professional growth and development.
- A role that offers variety and the opportunity to work across different departments.
- Competitive salary.
- Health, dental, and vision insurance.
- Paid time off.
- 401K and profit sharing contribution.
- Life insurance.

If you're a proactive, organized, and detail-oriented individual with a knack for numbers and a passion for customer relations, we'd love to hear from you.

Send resume to: t.elbahrawi@j127group.com