

Operations and Sales Administrative Assistant

We believe in the power of growth! We would love to have you grow with us.

Are you a team player? Do you enjoy fast-paced work environments? Do you like to tackle a wide variety of tasks on any given day? Are you looking for a company that believes in growth? This role might be for you!

Disruption Advisors is a cutting-edge, high-growth, tech-enabled leadership development company that activates engagement and growth in leaders, teams, and organizations through our proprietary research and framework around human growth and development, utilizing our S Curve™ Insight Tool, workshops, offsites, coaching, certification, and more.

This position will work across two key departments at Disruption Advisors: operations and sales. You will be an integral member of the team, building and maintaining processes and systems in human resources, legal, finance, and business development. You will help to ensure operational excellence for the company on a daily basis.

Disruption Advisors is on a rapid growth trajectory and continues to expand opportunities for impact. As a small team, we regularly work across departments, and this position would be no exception. While focused on supporting the operations and sales functions, you may be brought into projects throughout the organization.

RESPONSIBILITIES

- General administrative support for operations, with a focus on human resources, including but not limited to database creation and management, email correspondence, research, and document creation and editing
- Creating and generating weekly, monthly, and quarterly reports for operations and sales
- Ensuring the sales pipeline is accurately updated in CRM in a timely and consistent manner
- Administrative management of deals in our CRM on behalf of senior leaders
- Joining sales calls, taking notes, and ensuring follow-up is completed
- Supporting updates to systems, including but not limited to G-Suite, CRM, Dropbox, etc.
- Supporting contracting, invoicing, and tracking revenue based on the aging accounts receivable
- Supporting proposal creation, including the drafting and editing of proposals
- Drafting emails on behalf of senior leaders as needed
- Ad hoc research projects for operational excellence

- Managing the company's general email inbox in a timely and professional manner
- Supporting PowerPoint and Google slide deck creation for projects as needed
- Managing and completing vendor set-up processes with new clients
- Creating and maintaining organized folders in a cloud-based shared document system
- Assisting in the onboarding of new employees
- Identifying, assessing, and mitigating risks, issues, and potential setbacks
- Ensuring project deliverables are completed on time, are high-quality, and meet the needs of the organization

QUALIFICATIONS

- Bachelor's degree and three years of relevant experience
- Strong organizational skills
- Exceptional attention to detail
- Ability to prioritize and juggle competing priorities and deadlines
- Excellent interpersonal, oral, and written communication skills
- Proven ability to drive and meet deadlines, work independently, and respond positively to evolving objectives and circumstances
- Ability to maintain a professional presence and demonstrate ability to communicate in a timely manner
- Willingness to take initiative to solve problems and identify solutions
- Ability to extract useful information from data and think strategically
- Team-oriented attitude and willingness to take on a variety of tasks to benefit the team and clients
- Ability to be proactive and approach problems from an analytical perspective
- Natural tendency to be curious and positive
- Ability to work well with internal and external teams, including contractors, clients, and vendors
- Strong understanding of internal operations and sales
- Proficiency with Microsoft Office, including Excel, Word, and PowerPoint
- Expertise with G Suite
- Experience with HubSpot (preferred but not required)
- General experience working in CRM systems

BENEFITS

- Base salary: \$50k–60k
- Paid holidays
- Unlimited time off
- Possibility for additional pay in the form of bonuses
- Remote position

Disruption Advisors does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. Our intention is that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors.

HOW TO APPLY

This role will remain open until filled and candidate materials will be reviewed on an ongoing basis.

To be considered, please submit a resume and cover letter (in a single Word document or PDF) expressing your interest in the position to jobs@thedisruptionadvisors.com.