



Aguillon & Associates LLC
Sr. Office Administrator
Part Time

Point of Contact:
Melissa Aguillon
President, CEO
210.254.9160
aguillon-associates.com

Aguillon and Associates is looking for an office administrator to work closely with the President/CEO. Ability to organize and coordinate office procedures and ensure organizations effectiveness and efficiency is a must. We need a well-organized, flexible and energetic professional who can wear multiple hats. This person should enjoy the challenges of supporting an office of diverse individuals.

If you are interested in joining our team, here are some things you can expect:

- A fun, fast-paced creative work environment.
- Opportunity to work with a team of creative individuals that manage campaigns offering a full slate of services from digital marketing, to media relations, content creation to advertising and media buying.
- Support our team and ultimately our clients through management of weekly timesheets and plans, client onboarding, invoicing and creation of estimates for potential new clients.
- Unlimited tea and coffee and the occasional complimentary lunches within the office 😊

Like what you have heard so far? Then think about joining the team at Aguillon & Associates!

Through our extensive experience in communications, marketing and public affairs, our mission is to execute creative strategies that build lasting relationships, influence behaviors and attitudes and support our clients' objectives.

Here is what we are looking for in a Sr. Office Administrator:

- **Experienced administrative professional:** You should be equipped with at least 2-3 years experience, ideally in the areas of business administration, with the ability to work independently to manage the basic functions of the office.
- **Self-starter:** Responsible for directly working with a team of 10 to ensure they are conducting work within the scope of the clients' needs, on time and on budget. This can be done through learning each clients contract and reviewing staff's weekly timesheets to ensure they are working within the approved scope. You will work to create estimates and in some cases RFPs or RFQs for potential new clients in coordination with the CEO and also onboard new clients.
- **Natural born leader:** Manage Administrative Assistant to ensure the invoices are generated accurately and sent out on time, office supplies are purchased bi-



weekly and office receipts are submitted to our accountant on a monthly basis. Manage our business development funnel. Responsible for developing and implementing office policies by setup up procedures and standards to guide the operation of the office.

- **Entrepreneur mindset:** You strive to learn your clients' business as if it was your own and deliver amazing service with value each and every day!

What we offer at A&A:

- Competitive Salaries and growth opportunities
- One week paid vacation annually in addition to 7 days personal leave
- Bonus for bringing in new business
- Annual bonus
- We cover costs of courses and trainings and encourage business and civic engagement

Requirements:

- Undergraduate Degree
- Administrative Experience

Preferred Qualifications

- Desire and ability to learn on the job.

Employee should be able to work at least 20 hours per week between the hours of 9:00 am and 6:00pm M-T and 9-1 on Fridays. Salary commensurate on experience. Send resumes to Melissa@aguillon-associates.com or call (210) 254-9160.