

Want to support and grow with a tech startup team?

TraknProtect is a real-time location technology & analytics platform that allows hotels to integrate & harness the power of location data into their safety & operations systems.



Overview

We are looking for an on-site **Office Manager & Administrative Assistant** to join our team on a full-time basis. In this position, you will assist the CEO and operations, sales, and engineering teams by providing administrative support in all day-to-day needs. Your attention to detail will enable the company's leaders to be more efficient by keeping them organized, prepared and on time. You'll need to wear many hats and have the ability to learn on your feet. You'll provide service information to customers and resolve emerging problems with accuracy and efficiency. You'll have an opportunity to make an immediate impact on the way we serve our customers and maintain high customer satisfaction.

You are the right fit for this position if you are incredibly organized, passionate, proactive and scrappy. To be successful in this role, you must be able to work well under pressure, thrive in a fast-paced environment, and juggle lots of projects and deadlines at once. Your energy and passion about the TraknProtect team will play a crucial role in our company's success. **This is a quickly growing organization with the opportunity to make a huge impact and be a part of something great for the long haul.**

Position Duties

- Provide administrative support wherever needed.
- Manage all aspects of the CEO's calendar and schedule including conference calls, appointments, meetings, travel, etc.
- Create and implement a follow-up system on all outstanding scheduling and miscellaneous issues.
- Act as a liaison across teams.
- Understand business priorities and act accordingly, using best judgment as to which calls need to be prioritized, which meetings cannot be moved, etc.
- Support communication, organization, and general business needs as necessary, creating and maintaining documents, folders, filing systems, databases, etc.
- Support creation + distribution of presentations & materials for meetings.
- Assist with vendor management, order office supplies.
- Assist in the development and management of marketing initiatives including social media (Facebook, Twitter, LinkedIn, e-blasts, etc.).
- Play a role in fostering company culture. Assist in planning company events, create fun and innovative ways to bring the team together.

Desired Skills

- Minimum 2 years of prior administrative experience
- Relevant work experience in a startup and/or technology based company preferred, or company with similar pace and structure
- Strong interpersonal skills
- Proven ability to thrive in a fast paced environment and demonstrate ability to juggle multiple competing tasks, deadlines, personalities, long and short term projects, etc.
- Extreme attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines
- Must be forward thinking and constantly one step ahead
- Proficiency in: word processing, spreadsheets, database and presentation software (Gmail, PowerPoint, Google Docs, etc.)
- Experience with various applications and CRM (Hubspot, Slack, Trello, and Dropbox knowledge a plus)

How to apply?

Send an email to parminder@traknprotect with the subject "Office Manager & Administrative Assistant 2018" Be sure to include your resume and LinkedIn profile. Also, please answer the following question: "Where was your best stay at a hotel and why?"