



**The RAMA Companies
Executive Assistant & Operations Coordinator**

Position Description

"We want superstars!...Folks who want to come into a fast paced environment, learn a lot about many things, grow their skills and relationships, and invest in our company while supporting their own success. Entrepreneurial, flexible, out of the box thinkers thrive in our environment and are able to carve out their own niche of responsibility."

~Mo Wright, President and CEO

DESCRIPTION OF COMPANY:

RAMA Consulting, Inc (RAMA) is a performance management consulting company based in Columbus, Ohio. Our core services center around Employee Engagement, Organizational Engagement, and Community/Stakeholder Engagement, with major areas of focus in: Strategic Planning, Evaluation and Assessment, Leadership Training and Development, and Cultural Competence. RAMA is a minority-owned, small business celebrating more than thirteen years of continuous growth. At RAMA our mission is to "partner with diverse individuals and organizations to inspire their optimal performance and successful outcomes." Our motto is "*Engagement That Inspires*".

BRIEF DESCRIPTION

The Executive Assistant and Operations Coordinator will work under the leadership of the company president to achieve client and company outcomes. This person works with internal and external parties to organize the various components needed to initiate, run and conclude client projects. The incumbent handles multiple projects within a fast paced environment and must be open to constant challenge and change. He/she will develop and maintain positive working relationships with all external stakeholders. It is expected that the Assistant will achieve results in the absence of day-to-day guidance.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office environment.

The ability to interact with staff and associates (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

MUST HAVE:

- 2+ years experience supporting at the executive level or 3+ years in operations or project coordination roles
- Excellent calendar management skills, including the coordination of complex internal and client meetings
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Experience scheduling travel arrangements for management

STRONGLY PREFER:

- Support experience in a professional services industry, sales or marketing environments
- Experience successfully creating and/or modifying processes
- Experience with desktop publishing and document design and creation
- Bachelor’s degree

The Executive Assistant will:

- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of meetings
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Communicate and handle incoming and outgoing electronic communications on behalf of the President and CEO
- Assist President and Consulting Team with preparation of presentation materials
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Assist in pipeline/forecast preparation and management
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel schedule and reservations for team members as needed
- Perform operation critical functions including light book keeping, accounts payable and receivables, expense and tenant relations
- Research options to increase operational efficiency and profitability of the companies’ brand
- Perform special projects and assignment as assigned

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

The position of Executive Assistant/Operations Coordinator is integral as RAMA seeks to expand its client base and increase its market share. The selected candidate must exhibit professionalism, enthusiasm, and loyalty. Additionally, this person must be a self-starter, able to complete task quickly and accurately, be highly motivated, and a forward thinker. An interest in entrepreneurship, management, diversity or marketing is also a plus.

1. Position requires excellent reading, writing, and analytical skills; word processing skills; and the ability to accurately type, edit, proofread, complete, and assemble reports.
2. Position requires above average knowledge of Microsoft Word, Excel, Outlook, Publisher (or other publishing software), and similar PC software in order to develop brochures, newsletters, invitations, etc. Position may also require intermediate knowledge of Access and other specialized databases to generate and compile reports.
3. Position requires ability to use printers and fax machines.
4. Position requires excellent interpersonal/communication skills; ability to work as a team and individually with high level of accuracy, and an ability to communicate with internal and external customers. Incumbent may be asked to accompany the President

to meetings (occasional travel) to provide support functions or in some cases to attend on his behalf.

5. Position requires strong decision making skills and the ability to conceptualize and articulate alternative course of actions.

To Apply:

Forward a resume and cover letter with salary requirements to:

apply@rama-consulting.net with a subject line of – Attn: Operations Coordinator

**Part & Full Time Opportunity Available
(Please, no phone calls)**

Position Open Until Filled