



RAMA Consulting
Project Assistant (Part-Time or Full-Time)

"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

Position Description

BRIEF DESCRIPTION

RAMA Project Assistants work under the leadership of project managers 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 engagement 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 is someone responsible, detail-oriented, and able to work under pressure, with the ability to multi-task and understand the importance of meeting deadlines. Duties include a mix of professional and administrative tasks, including overseeing aspects of client projects and tracking progress and results. Position requires excellent communication skills and average knowledge of database and word processing software. Ideal candidate has 1-2 years of professional work experience and minimum of Associate's degree or equivalent education and experience in related areas.

DEMONSTRATED SKILLS IN SOME OF THE FOLLOWING AREAS ARE DESIRED:

- Clerical and Administrative (typing, filing, phones, mailings, supply ordering)
- Excellent Interpersonal and Written Communication
- Light Accounting and Bookkeeping
- Marketing and Branding
- Project Research (internet and library)
- Scheduling meetings and coordinating travel arrangements
- Website development
- Social Media Management
- Statistical and Data Analysis

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

The position of Project Assistant 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, public outreach, community engagement 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 intermediate knowledge of Microsoft Word, Excel, Outlook, Publisher (or other publishing software), and similar PC software in order to develop brochures, newsletters, invitations, etc.
3. Position requires ability to use printers and other office equipment.
4. Position requires good 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 team members to meetings (occasional travel) to provide support functions or in some cases to attend on their behalf.

Experience in a small office environment is a plus.

To Apply:

Forward a resume and cover letter to:

apply@rama-consulting.net with a subject line of – Attn: Project Assistant

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

Position Open Until Filled