

Babbit Bodner – Executive Assistant & Office Manager

[Babbit Bodner](#) is a communications consultancy focused on helping companies in high-growth mode *leap* towards their future successes. We're passionate about the ATL community, women in leadership and game-changers. Our team is collaborative, connected and curious. We're in high-growth mode and looking for a fast-paced, problem-solver to support our business, our team and our office in day-to-day administrative and operations tasks that will keep us running smoothly – in our world, we can't skip a beat and this role will keep us crossing our t's and dotting our i's.

Role is part-time with approximately 15-20 hours/week (includes 2 days in office/week - Mon. & Thurs.) and includes both EA and office manager tasks as follows -

Executive Assistant support to include:

- CEO and other executive team support including calendar management, travel, meeting organization and other administrative tasks
- Tech support including set up, management and password database for regularly used tools like Slack, DocuSign, and Babbit Bodner email services
- Data entry and management to include contacts, passwords, and more
- Tracking and keeping all subscriptions information up to date
- Onboarding and offboarding support of new hires including email set-up, first day agendas, HR and benefits support
- Assisting in client/new business efforts to include gifting, meal & entertainment coordination and more
- Managing master BB calendar - Tracking all team meetings, BB team birthdays, anniversaries, client milestones and special occasions
- Support in coordinating team / company outings (making reservations, purchasing tickets, gifts, etc.); helping team distribute and track Women's Power Breakfast invites
- Expense and time entry management and reconciliation where necessary

Office Management support to include:

- Office host: Manages the firm's lobby/reception area - Greet and direct all visitors, including vendors, clients, employees and job candidates. Sending and confirming parking instructions to BB guests. Also includes ensuring appropriate technical requirements for each executive meeting, IT troubleshooting, etc.
- Manage mail delivery process: sign for, ship out, and schedule mail, prepare online shipments via FedEx and UPS; support the team in deliveries to clients/media if needed
- Maintains appropriate inventory and organization of office supplies and client / BB "Swag"
- Oversees the maintenance processes for employee common space facilities, including kitchen; ensuring the kitchen and fridge is consistently stocked with food and beverage for the office and guests
- Ensures office tech is set-up consistently (printer, Zoom/conference meetings, troubleshooting for personal employee computers, etc.)

Operations Coordinator (Full-Time) - includes all of the above plus:

- Building HubSpot and all CRM tasks. Updating and creating contacts, auditing information as needed, communicating with support to further our understanding of what the platform is offering us; onboarding team to HubSpot
- Oversee procurement by maintaining relationships and overseeing contacts with key vendors
- Oversee employee handbook maintenance; stay up-to-date on hot topics and trends in staffing and help develop office policies and procedures
- Maintain a file system, ensuring all business files are saved adequately and in an organized manner. Oversee potential tech migration from Dropbox to upgrading G-suite
- Support of proposal creation and pipeline workflow for new business
- Coordinate recruiting meetings/maintain recruiting database
- And more

Desired Skills:

- Extreme responsiveness: Ability to respond within hours to key needs and requests from leadership
- Agile, flexible, and ability to fit seamlessly into a fast-paced environment
- Takes accountability to set high-standards for themselves and team; resists complacency
- Up-to-date on the new innovations in administrative assistance including scheduling tools, messaging and communication vehicles
- Skilled in the use of computer technology and the ability to learn new applications and recommend technology that improves the business's operations
- Excellent written and oral communication skills including grammatical/technical and writing skills
- Strong interpersonal, communication, and organizational skills with the ability to work independently and in a team environment
- Proficient and comfortable with key technologies including HubSpot, Google Drive/Docs, MSFT Office

Benefits and Perks:

- Incredible team, lots of opportunity for personal growth and advancement
- You will be a part of building Babbit Bodner, its culture and trajectory
- Gorgeous office in Buckhead (relocating to midtown in 2024) with hybrid work from home and in-office model
- Company-sponsored health insurance, participation in the company-matched retirement plan and great PTO program (full-time role)
- Encouragement and time to participate in community and philanthropic efforts and lots of fun team outings in the city (full-time role)