



Sovereign Planning is looking to hire a part time Executive Administrator

Sovereign Planning is a Corporate events and Educational Travel Company. We have successfully executed events ranging from \$10,000 to \$300,000 in budget and from 50 participants to 1500 participants.

We are gearing up to take the company to the next stage and are looking for an experienced individual to help manage the build out of our operations infrastructure.

The position will begin as a part time job and will accelerate to a full time position, based in large part on the swift execution of the business goals.

If you are interested in this job and feel qualified to meet the demands, please send your resume and a cover page with an explanation as to why you feel you are qualified for this job?

Skills:

Ability to create timelines & processes
 Proficient in maintaining lists
 Organized
 Implementing the use of CRM, Task management software
 Good writing skills
 Comfort with MS Office Suite & Google Products
 Confident on the phone

Tasks include:

Create documented processes to manage all aspects of the business (initial focus on event management processes)

Project management
 Liaising with clients & vendors

Experience: (not a must)

Event planning/coordination
 Worked with Shluchim and other Jewish organizations

Details:

Office location on Rogers & Lefferts
 Hours: Beginning with 2 days 9 - 5
 Part time - full time acceleration
 With room for pay growth
 \$35,000 - \$50,000 Annual Salary