

Accreditation Guru - Administrative Assistant / Full-Time (40 Hours)

The Administrative Assistant supports many vital aspects of Accreditation Guru (AG), a growing business with a respected footprint in the US, Canada and Puerto Rico. This role is integral to the support of key operational initiatives and client relations. The ideal candidate for this position is detail-oriented and project management minded with a desire to maintain workflow processes and communications that have a direct impact on the client experience.

Job Duties and Responsibilities:

Client Relations:

- Client Admin
 - New client set-up, including scheduling meetings and sending welcome packets
 - Enter all information into database and track tasks for team
 - Close out steps, including Dropbox maintenance, congratulations packets and Salesforce close out

- Accreditation Readiness Survey management in SurveyMonkey
 - Monitor and download various surveys
 - Update Salesforce
 - Respond to inquiries

Administrative Responsibilities:

- Data entry business cards and follow up post-conferences
- Submit speaking proposals to conference and other speaking engagements on behalf of CEO
- Manage conference calendar and assist with travel arrangements
- Database management and clean up
- Transcribe notes from Client calls
- Aid in Salesforce upkeep – key manager for updates in conferences

Additional:

- Take meeting minutes at weekly marketing meeting. Distribute notes and an agenda
- Research various lists for cultivating
- Support activities for annual company retreat and quarterly team meetings
- Additional marketing and administrative duties

Social Media and Communications Support:

- Constant Contact – enter contacts and manage mailing lists

- Enter and update leads, opportunities and customer information in Salesforce
- Newsletter production

Software skills:

- Proficient in MS Office Suite
- Constant Contact
- SurveyMonkey
- Salesforce
- WordPress (preferred)

Additional requirements:

- Detail oriented
- Advanced proofreading skills
- Strong project management skills
- Commitment to delivering excellent customer service, both internal and external
- Knowledge of human services and/or field of accreditation (preferred)
- This position is work from home and Milwaukee based

**If interested, please send your resume, salary history and three references to:
Sara O'Neil - Sara@AccreditationGuru.com**