

Office Manager/Content Marketing Specialist

About AJO

AJO is a Human Capital Consulting firm specializing in HR Consulting, Talent Development and Career Transition Services (CTS). Through experienced listening, a caring partnership and exceptional quality, we help organizations succeed by helping their people to succeed.

Serving the NJ tri-state for over 35 years, AJO partners with organizations of all sizes, ages and growth stages, delivering services nationally and internationally.

We are proud of our long and dedicated partnership with human resource executives and senior business leaders and are appreciative of the strong relationships we have fostered with our clients.

We are committed to delivering individualized attention, customized services and superior results that our clients have come to expect since our founding in 1983.

JOB DESCRIPTION

The Office Manager/Content Marketing Specialist will provide support to multiple functions with minimal supervision, anticipating needs while managing the day-to-day workflow of the office. He/she will perform, coordinate and oversee administrative, marketing, and CTS duties while providing an extensive level of support and maintaining confidentiality and consistent professionalism.

JOB DUTIES & RESPONSIBILITIES

OFFICE MANAGEMENT/ADMINISTRATIVE:

- Open the office, prepare coffee, order kitchen supplies
- Greet and provide general support to clients, CTS program participants, employees, coaches, vendors, and other guests to the office
- Handle phone, email, and postal mail inquiries and respond appropriately
- Coordinate meetings, luncheons, department activities, and events
- Manage office supplies including ordering and maintaining proper inventory as needed
- Reserve office and conference rooms for CTS participants, Coaches & Consultants, Networking Forums, and Workshops
- Draft and edit correspondence, articles, reports, and presentations as needed
- Maintain organized filing systems (paper and electronic)
- Maintain client account information in CRM systems, running reports for the team as needed
- Schedule and coordinate appointments and update calendars for management team
- Maintain the President's schedule, including day-to-day and long-term management of meetings, projects and priorities
- Coordinate travel itineraries including flights, hotels, and car rentals (limited need)
- Other clerical and administrative support to executives as needed

CTS SUPPORT:

- Maintain ENF distribution list, send out ENF bi-weekly meeting reminders, reserve conference room
- Business Ownership (office and webinar) - coordinate with Jack Armstrong - enter monthly Business Ownership events in the portal, reserve conference when needed, update attendee list
- Send email announcements (office closings, etc.) as needed to engaged candidates

CONTENT MARKETING:

The successful applicant will support AJO's content marketing needs depending on skill and expertise. Responsibilities would include:

- Build email newsletters using Constant Contact (E.g. HR Studio Podcast, From the AJO Blog & Beyond, and other client and staff newsletters)
- Co-ordinate materials for HR Studio Podcast (show notes, graphics, give-away materials, etc.) Create content pages on AJO's website and prepare them for publishing
- Co-ordinate materials for AJO's Blog (image and other research). Create content pages on AJO's website. Check existing blogs for broken links and edit (research replacements or delete).
- Build surveys and output results in electronic and/or dashboard form
- Assist in managing our social media channels to achieve for social growth. Research relevant content and post to AJO's social platforms.
- Marketing event coordination and management.
- Capture video and still shots during conferences, meetings, and other AJO events for use in blogs and video.
- Other marketing support, as needed

QUALIFICATIONS

Minimum Qualifications: Experience/Work Background

- Bachelor's degree preferred, level of experience considered
- Highly proficient in Microsoft Office (Outlook, Word, Excel, and advanced Power Point skills)
- Five or more years of advanced office experience; event/project coordination preferred

Specific Knowledge, Skills and Abilities Required

Essential:

- Effective interpersonal skills combined with the ability to interact with professionals and senior executives in both formal and informal settings. Demonstrated ability to work with senior managers and executives
- Flexible, adaptable with clients, colleagues, and organizational needs
- Ability to work both independently and as part of a team, proactively recommending and implementing organizational improvements
- Exemplary oral and written communication skills. Ability to communicate effectively with program delivery team to ensure high-quality service to AJO's clients.

- Proven organizational and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with excellent attention to detail and the attitude that no task is too big or too small. Resourceful, strategic problem-solving ability with a positive “can do” attitude
- Strong written and verbal communications skills.
- Adaptable to changing technologies. Willingness to learn and troubleshoot when using technology platforms

Desirable:

- Experience using software tools such as email marketing, survey, and social media such as Constant Contact, Survey Monkey, Hootsuite, and Adobe Acrobat
- Developing marketing content using HTML editors
- Content editing skills and experience
- Creative skills to turn a lackluster PPT into an eye-catching one

Employment Type

- Full-time, Temp to perm
- Immediate start date
- Parsippany NJ location

Please send resume to Shannon O'Connor Bock, shannon@ajoconnor.com