

KYT Business Support Champion

Job Description

Overview:

Know Your Talents has an exciting part-time career opportunity onsite in Scottsdale, AZ, for a Business Support Champion! As the Business Support Champion, you are crucial to the success of the team, performing a variety of administrative support functions for both our client success and sales groups. This role helps to provide efficient, effective and customer service-focused operations. The ideal candidate will possess strong organizational and customer service skills. Excellent communication and computer skills are a must!

Check out who we are and the amazing work we do at www.knowyourtalents.com.

Main Job Tasks and Responsibilities

- ✓ Greet in-office visitors and direct them as needed
- ✓ Sales administrative support as needed re: creating customer proposals utilizing Salesforce, word and PDF, PPT presentation preparation, etc.
- ✓ Handle requests for information and data from internal staff and customers
- ✓ Manage customer interactions, reporting, etc. as requested in Salesforce
- ✓ Utilize Wrike Project Management platform/tool to manage daily tasks
- ✓ Prepare and modify documents including correspondence, reports, drafts, and emails
- ✓ Maintain office supplies inventory and reorder as needed
- ✓ Prepare materials for all in-person and online facilitated workshops, completing post-workshop tasks as needed
- ✓ Lunch and travel booking
- ✓ Track and provide oversight of Client Deliverables related to Leadership Development attendees
- ✓ Send out customer communications
- ✓ Provide survey links, reports, etc. as needed via the PDPWorks behavioral management system
- ✓ Place orders and update status in Sales CRM, Hubspot
- ✓ Monthly client emails regarding account usage and other deliverables
- ✓ Serve as facilities and office equipment/supplies contact

Qualifications

- ✓ Proficient in Microsoft (Word, PowerPoint, Excel, Outlook) & Adobe Acrobat (edit PDF, fillable forms, organizing pages)
- ✓ Experience in Salesforce, Hubspot and Wrike is a plus
- ✓ Bachelor's degree or equivalent experience in a
- ✓
- ✓ business setting is preferred
- ✓ Ability to maintain a high level of confidentiality
- ✓ Strong verbal and written communication skills