

KYT Business Support Champion

Job Description

Overview

Know Your Talents has an exciting 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. 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 technology skills are a must!

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

The ideal candidate is a detail-oriented, tech-savvy professional who thrives in a fast-paced, people strategy environment. They bring strong skills in Adobe, Microsoft Word, and Excel, and the ability to juggle multiple projects without breaking a sweat. Passionate about improving how work gets done, they innovate processes, create ease for others, and operate with knowledge, trust, and accuracy at the center of everything they do, bridging people and technology to deliver exceptional support.

Key Responsibilities include, but are not limited to:

- **Front Office & Visitor Management:** Greet in-office visitors, building and copier contract point person, office supplies inventory
- **Client Support Administration:** Client Success administrative support, customer interaction, reporting management
- **Workshop & Program Coordination:** In-person & online facilitated workshop preparation, leadership development tracking and administrative oversight
- **Communication & Document Support:** Prepare and modify correspondence, reports, emails, etc., deliver customer communications, provide survey links, reports, etc. via PDPWorks system
- **Task & Workflow Management:** Generate, update, and manage usage reports to track and analyze system performance.
- **System Support:** Provide system-based reporting and links to support internal data needs and requests
- **Logistics Coordination:** Onboarding Operations & Internal Events & Engagement Operations
- **Executive Scheduling & Client Coordination;** Manage and distribute daily and weekly executive calendars, coordinate meetings, appointments, client engagements, schedule client lunches, reservations, and meeting logistics

Qualifications

- Experience in an administrative and client success support role
- Strong technical proficiency in Microsoft Word, Excel & Adobe Acrobat. Salesforce & Canva experience preferred.