

Description: Administrative Coordinator

Company: Arozeaffair

Job Type: 6-month Consultant (with the potential to convert to a full-time employee)

Location: Nashville, TN – Hybrid or Remote

Start Date: Immediately

Position Overview:

We are seeking a highly organized and proactive Administrative Coordinator to support our Managing Partners and team. The ideal candidate will manage logistics, provide administrative support, handle third-party relationships, and ensure efficient office operations. This role requires exceptional organizational skills, confidentiality, and the ability to manage multiple tasks effectively.

KEY RESPONSIBILITIES

Administrative Tasks:

- Prepare meeting agendas, presentations, and supporting materials.
- Record and distribute meeting minutes and summaries.
- Manage emails, phone calls, and correspondence for Managing Partners.
- Provide support to colleagues and handle tasks assigned by executives.
- Draft, proofread, and edit documents, letters, presentations, and reports.
- Organize and maintain files on Microsoft SharePoint and OneDrive.
- Handle administrative tasks, including scanning, filing, and ordering supplies.
- Oversee office resources and supplies.
- Update and manage databases and spreadsheets.
- Support the creation and organization of project materials.

Logistics Management:

- Schedule meetings, appointments, and events.
- Keep executives on track with commitments, travel, and deadlines.
- Coordinate travel logistics, ensuring alignment with preferences and schedules.
- Provide necessary travel documentation and support.

Executive Support:

- Build and maintain relationships with clients, contractors, vendors, and partners.
- Assist with research and coordinate vendor contracts.
- Serve as a liaison during events.
- Prioritize and escalate important matters to executives.
- Handle sensitive information with confidentiality.

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PERSONALITY PROFILE

- Creative thinker with innovative ideas.
- Passion for events and contributing fresh ideas.
- Comfortable working independently and collaboratively.
- Professional appearance and a strong desire to contribute to the company's success.

ESSENTIAL REQUIREMENTS

- Strong organizational and communication skills; additional languages are a plus.
- Proficiency in Microsoft Office (i.e. Word, PowerPoint, Excel, One Note)
- Proactively identify and resolve issues.
- Exceptional client service experience.
- Exercise sound judgment in decision-making.
- Adapt to changing priorities and work demands.
- Willingness to work outside regular business hours when necessary.
- Willingness to stay up to date on industry trends, new technologies, and administrative tools.
- Initiative-driven with excellent judgment and ability to anticipate needs.
- Meticulous attention to detail and a passion for cosmetics, beauty, and digital trends.
- High school diploma or GED, bachelor's, or associate degree preferred but not essential.

APPLICATION INSTRUCTIONS

Interested candidates should submit their resume, cover letter, and any relevant materials to info@arozeffair.com. In your cover letter, highlight your qualifications, relevant experience, and enthusiasm for joining our team. We look forward to receiving your application.