

OFFICE ASSISTANT

ZLR Ignition is a dynamic branding agency looking for an office assistant to join our team. This role will assist the media team and chief financial officer (CFO) with various tasks and be vital to the agency's culture. The successful candidate will gain an understanding of the media landscape and learn media buying basics.

RESPONSIBILITIES

Media

- Oversee the approval of media invoices, reconcile billing discrepancies and maintain up-to-date billing documentation.
- Aid in reporting metrics on media for all clients.
- Support media team as needed.

General Office

- Answer all incoming calls promptly and courteously and route appropriately.
- Manage and order inventory for the ZLR Ignition office, including supplies and beverages.
- Organize the office mail room and assist in routing incoming and managing outgoing mail.
- Maintain the kitchen and kitchen supplies.
- Help ZLR Ignition's Culture Club with events as needed.
- Assist the CFO as needed.

QUALIFICATIONS

- Proficiency in Microsoft Office products (Word, Excel and PowerPoint)
- Detail-oriented with strong organizational and analytical skills
- Be in the office five days a week (M-F)

BENEFITS

This part-time position offers a full complement of benefits, including health insurance, 401(k) and paid vacation and sick leave.

TO APPLY

Send a resume to Jess Kennedy at jkennedy@zlrignition.com.