

Administrative Project Manager/Assistant

The Administrative Project Manager/Assistant will be dedicated to the Managing Partner of Diversity Connected. This individual is responsible for managing projects, schedules and budgets to ensure goal attainment. The candidate must be a self-starter with the ability to work in ambiguity and excel in a fast paced environment. The position requires attention to detail, meeting deadlines with work accuracy. The person must have a strong work ethic, honest, reliable and open to having a little fun along the way while we work to grow the business.

Key Areas of Responsibility

- Social Media
- Retail Merchandising
- Administrative Liaison
- Project Management

SOCIAL MEDIA

Social Media duties include planning, implementing and monitoring the company's social media strategy in order to increase brand awareness, improve Marketing efforts and increase sales.

TOPICS/RELEVANCY

Hot trending topics related specifically to the African-American demographic in the area of hair care products, beauty care products, cosmetic products, hair-style trends, fashion, entertainment, socio-political topics; interpersonal relationships and related African-American pictures/imagery.

Publish the corporate posts on all social media platforms with the following frequency:

- Corporate Website – 1x per week (deadline: Sunday 8PM CST) – Some content will be provided and some content must be created.
- Facebook – Daily posts by 6AM CST – The content must be created and approved by management. Accept friend request. Respond to posts. Engage individuals on social media posts to guide/steer engagement to Diversity Connected initiatives.
- Twitter – Daily posts by 6AM CST – The content must be created and approved by management.
- Instagram – Bi-weekly posts by Tuesday's 4PM CST and Thursday's 4PM CST – The content must be created and approved by management. Images must be related to tasks carried out as a Diversity Connected team member, hair style/hair care imagery, images of store activity including product on shelf, images at Diversity Connected approved events, or other high trending events depicting the African-American consumer.
- LinkedIn – Weekly posts by Monday 6AM CST – The content will be provided.

ADMINISTRATIVE & RETAIL MERCHANDISER QUALIFICATIONS

Retail Merchandising duties includes both execution and strategy, which includes product selection, product placement, display design, and other techniques. The purpose of retail merchandising is to encourage purchases. Merchandising techniques greatly influence brand recognition and perception and significantly contribute to retail brand equity.

Expectations and Qualifications include: Product Knowledge, Quality Focus, Customer Focus, Organization, Client Relationships, Promotions, Reporting Skills, Attention to Detail, Territory Management, Competitive Analysis, Job Knowledge

Manages Travel Logistics, Scheduling, Informing Others, Presentation Skills, Self-Confidence, Meeting Management, Client Relationships, Written Communication, Promoting Process Improvement, Decision Making, Administrative Writing Skills

Diplomatic, customer focused communication skills; efficient in Microsoft Excel, Word & PowerPoint; Expert knowledge in Social Media platforms including Instagram, Facebook, LinkedIn, Twitter etc.

ADMINISTRATIVE & PROJECT MANAGER QUALIFICATIONS

Project Manager duties include planning and designating project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor and summarize progress of project. Prepare reports for upper management regarding status of project. Ability to Represents Diversity Connected and Sarah and Mary's Helping Hands internally and externally; liaison to key executives, stake holders and decision makers. Serve as a liaison and point of contact between Luster Products, Wal-Mart local stores and other clients.

Additional responsibilities as required:

- Determines call schedule by reviewing priorities with supervisor; discussing special instructions, product promotions, new products, and price changes.
- Maintains customer relationships by visiting with store managers, department managers, and employees; answering their questions; responding to special requests; describing product features.
- Maintains store shelves by observing displays of company products; removing damaged or freshness-dated products; tidying store shelves; providing optimum display of products.
- Maintains inventory by restocking shelves with product from inventory; observing inventory levels; prompting store management to reorder when levels appear

- low; arranging for return and credit for damaged products.
- Completes call report by observing display and pricing of competitors' products in written form and via imaging (take pictures at shelf level)
- Helps field sales representatives with special promotions by setting-up displays at aisle ends; checking daily on special promotions; observing customer reaction to special promotions; forwarding observations to management; removing promotions at end of special promotion period.
- Provides information by reporting growth, expansion, or closing of supermarkets in assigned territory.
- Maintains quality results by following and enforcing standards.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances merchandising and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

POSITION REQUIREMENTS

Administrative experience required

Higher Education preferred

Location: Satellite Office/Work from Home

Work hours per week: 30-40

Travel: May requires weekly travel to Walmart Stores in the Chicagoland area

Tools/Equipment required: Laptop/Computer, Ability to conduct meetings remotely, Microsoft Word, Excel & PowerPoint, Cell Phone

Salaried compensation: \$40,000

In addition to achieving the goals as outlined in the project description, the goal of this project is to evaluate the feasibility of long-term employment. It is an opportunity for Diversity Connected and the desired candidate to determine if the tasks, corporate culture and personalities are a suitable match to grow the business of Diversity Connected and the skill set of the desired candidate. Together we thrive!