



DIVISION-D JOIN OUR TEAM!

OFFICE MANAGER

ABOUT THE ROLE:

The Office Manager is responsible for helping support our offices and company culture. The Office Manager will handle a variety of tasks including planning monthly events, overseeing inventory of snacks and supplies, and organizing our offices. This role provides the opportunity to work directly with executives and the human resources team to help build our company culture and day-to-day operations. Successful candidates are excellent communicators who are extremely organized and detail oriented.

CORE RESPONSIBILITIES:

- Order supplies for all offices, and incoming hires
- Organize and maintain a monthly event calendar that includes weekly events in each office
- Track PTO for all team members
- Book travel arrangements for employees
- Manage and problem solve any IT issues that arise with the team to streamline communication with our IT consultants

REQUIREMENTS:

- Bachelor's Degree – Business or Journalism majors preferred
- Excellent verbal and written communication skills
- Strong organizational skills and ability to multitask
- Exceptional attention to detail
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)

BENEFITS:

- Strong base salary
- Company health insurance
- Paid Time Off
- Simple IRA benefits
- Flexible work from home opportunities
- Effective, hands-on training program working directly with our top executives
- A fun work environment that encourages and rewards employee performance

ABOUT DIVISION-D:

Division-D is a leading digital media partner. We work directly with both brands and agencies to provide a full-service approach for their digital ad campaigns. Digital channels include: website and apps, social media platforms, connected devices, email marketing, and more.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, cover letter, and available times that you can interview. Please contact us with any questions you may have or to setup an interview.

DIVISION-D RECRUITMENT TEAM

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