



Government Social Media LLC  
1-888-803-9401  
GovernmentSocialMedia.com  
GSMCON.com  
GSMO.org

## JOB DESCRIPTION

Office Administrator, Part-Time

**Status:** Part-Time, 20 hours/week (Flexible, but mornings preferred)

**Rate:** \$15-\$18/hr, based on experience. Potential for Full-time work after 6 months.

**Office location:** Government Social Media LLC, 200 S. Virginia St, Reno, NV 89501

### HOW TO APPLY (Start ASAP - Applications accepted until position is filled)

Please email your résumé to Kristy at [jobs@governmentsocialmedia.com](mailto:jobs@governmentsocialmedia.com) and include a cover letter describing why we'd be crazy not to hire you as the Office Administrator for Government Social Media LLC.

### ABOUT GOVERNMENT SOCIAL MEDIA LLC

Join us during this exciting time as we grow our team! We are a small, energetic company making a big impact in local and state government across the U.S. We organize the [Government Social Media Conference & Expo](#) and operate the [Government Social Media Organization](#). We get to work directly with the public sector teams at social networks like Facebook and LinkedIn, and platforms such as Hootsuite and more.

### ABOUT THIS POSITION

Although the Office Administrator position is currently part-time, our hope is to grow over the next year and offer a full-time employment package to the right person.

The Office Administrator is the glue that keeps our startup together! This jack-of-all-trades will be instrumental in organizing our business operations for maximum efficiency, setting up human resources, working with our financials and much more.

### PRIMARY RESPONSIBILITIES

- Facilitate daily business operations using several web-based programs such as Google Drive, Quickbooks, WordPress, GoToMeeting and more.
- Attend and assist on-location at three events, including #GSMCON2018 (April 22-26, 2017 in Denver, Colorado). Duties may be manning the registration booth, assisting with set-up, etc. We cover travel and lodging and pay for your time.
- Assist the Director of Events with event planning
- Support our GSMO member organization

## **OTHER RESPONSIBILITIES**

- Process transactions, invoices and refunds.
- Send gentle reminders about past due invoices
- Schedule meetings, appointments and webinars
- Assist in the onboarding process for new hires
- Manage renewals of our business licenses and insurance
- Help organize office operations and procedures - We'd love your ideas on making anything we do more efficient!
- Help with research and creating reports for clients
- Ordering office supplies
- Other responsibilities as they arise

## **REQUIREMENTS**

- Although a degree is preferred, we value hard-working, self-taught individuals as well! As long as you have at least a GED, make your case as to how your valuable experience makes you the right fit for this job.
- Much of the work we do is using web-based programs, so a strong comfort level with technology is a must for this position.
- Must have excellent writing and communications skills and be highly organized.
- Helping to run our annual event and regional trainings on-location is an expectation of this role.
- Details are extremely important in this business, and we are seeking someone with fantastic attention to detail.

Finally, a sense of humor is a must! So is an impeccable level of customer service when dealing with our clients and vendors. Seriously, our emails OOZE with politeness, courtesy and helpfulness, because at the end of the day - we really care.