



Office Operations Assistant

We are –

True Synergy, Inc. is a boutique professional and organizational development company, based in Los Angeles, CA that specializes in corporate behavioral-base change in individuals, companies, and industries. Learn more about us at www.truesynergyinc.com.

You are –

Detail oriented, an effective communicator (verbally and written), enjoy working in a collaborative environment, and looks at the glass as half full. You are familiar with Microsoft word suite, able to manage schedules, answer phones, check voice mails, and reply to voice mails/emails. You are able to quickly understand a business, their needs, and respond accordingly.

WORK LOCATION + HOURS:

- Remote/virtual (75%)
- Flexible but able to commit to a set schedule (Monday – Friday, 9am – 6pm)

RESPONSIBILITIES:

- Assist the Founder/CEO in scheduling appointments and maintaining calendar
- Check and respond to email requests
- Maintain office operations on a daily basis
- Take the lead on project management
- Manage databases and lists
- Other duties as assigned

REQUIREMENTS:

- Unrestricted access to cell phone, laptop, and fast internet
- Excellent writing, proofreading, and communication skills
- Interest in OD or Human Resource Management preferred
- Must have 6 months – 2 years of experience

This is a part-time paid position.

Please send a cover letter and resume to: melissa@truesynergyinc.com