

OPERATIONS ASSOCIATE AT BRIMSTONE CONSULTING GROUP

Global consulting company based in downtown Camden, Maine looking for a skilled Operations Associate to handle a multitude of diverse tasks.

- Based in the Camden office
- Could be a consulting-track role (developmental opportunity to learn the business)

Responsibilities

- Respond to requests for materials, information, and other resources from client-facing staff
- Remotely support consultants delivering client programs (e.g., outsource large volume printing jobs, ship team building supplies, order and ship books and articles, and assorted other tasks)
- In collaboration with others, coordinate local events and meetings, prepare local meeting spaces, manage technology at events and meetings
- Assist Managing Directors in meeting and call scheduling, travel arrangements, expense reports, and other tasks when asked
- Perform administrative, support, project, and “outside the box” duties as needed to solve problems, take action, and contribute to the success of the organization
- Working with Brimstone staff, ensure the monthly management Dashboard is up-to-date and accurate
- Working with Managing Directors, ensure staffing and staffing planning information is up-to-date and accurate on a weekly basis
- Help manage content for internal purposes including the company intranet and knowledge management sites (SharePoint)
- In collaboration with Executive Assistant and other staff, maintain the office filing system (both hard-copy and electronic)
- Order supplies and maintain needed inventory of books, materials, etc.
- Support and actively work on internal projects designed to improve the firm’s service delivery and operations activities
- At the direction of Managing Directors, coordinate contracts, agreements, and service with vendors providing technology, printing, merchandise, and other services.
- Learn and serve as a back-up for drafting, executing, and managing work agreements for independent contractors
- Learn and serve as a back-up for working with independent contractors to ensure they maintain required liability insurance and other compliance requirements
- Learn and serve as a back-up on ensuring successful requisitioning and onboarding of new employees and contractors; facilitating technology set-up, ensuring new hire paperwork is completed, coordinating onboarding / training in collaboration with Consulting staff.

Qualifications

- Three years’ experience in a related professional field, with a bachelor’s degree
- Demonstrated success working in a fast-moving, entrepreneurial environment
- Proficient in Word, Excel, PowerPoint, Teams, SharePoint and other Microsoft Office 365 applications
- A “bagels to boardroom” mindset (ie., deliver on every detail needed to ensure successful client service and program delivery)
- Willingness and ability to pitch-in on a wide variety of tasks and help “get the job done” even if those tasks are not detailed in this job description
- Organizational and operational/project management acumen
- Excellent verbal and written communication skills
- Able to work with minimum supervision
- Experience working with Senior Executives at mid- to large-size companies preferred

Job Type: Full Time