

Office Hero

Position at Kinesis

After reviewing this position, please submit your cover letter and resume through: kinesisinc.com/contact/careers. *No phone calls, please.*



Letter from Kinesis CEO, Shawn Busse:



Do you love helping others succeed? Do you thrive in a learning, transformative environment? Are you looking for a position that provides that next-level opportunity to grow in your career? If so, read on!

The Office Hero is that special person who works tirelessly to ensure their teammates have everything they need to win the day. Moving easily from to-do lists to one-off errands, this person looks to make Kinesis a finely tuned machine. And, unlike most administrative assistants, the Office Hero is a pro-active-fix-things-before-they-break guru.

For this position we're hiring an early-career professional eager to learn the ins and outs of a professional marketing firm. You've worked in an office environment before (so you know the essentials) but are looking for the career springboard that surrounds you with talented, driven, A-players that match your commitment to hard work. This means:

- **You're organized:** you live by lists and accomplishing goals. People never need to remind you of a commitment.
- **You delight others:** you know how to create an atmosphere of positive energy that elevates and lightens the workplace.
- **You're a great communicator:** your emails and documents are accurate, compelling and articulate. You wince at typos and think good grammar shouldn't have to suffer the slings and arrows of an emoji-filled, text world.

The world is filled with task-masters - 90% of them won't be a fit for Kinesis. However, if you're part of that rare 10% that is driven, loves to work with people, and is organized for success, Kinesis could be the place for you." If you can answer, "Yes!" to the following questions, you're one of us:

- Do you enjoy working in a collaborative office where you're expected to raise the bar?
- Do you want to work in an organization and help team members who don't have your inherent organizational skills?
- Do repetitive tasks bring a twinkle to your eye because you know there's elegance is continuous improvement?
- Do you embrace an ownership mentality?
- Are you happiest when you finish the day by crossing everything off the list?
- Do people smile when they read your emails?
- Can you move quickly from one thing to another?
- Are you looking to work at a firm that's unlike any other?

We want every Kinesis candidate to say, "That job was written just for me!" If you're EXCITED by this opportunity, we can't wait to hear from you.



Shawn Busse, CEO at Kinesis

About Kinesis

Recently nominated as one of the top-5 most innovative small businesses in the region, Kinesis prides itself on thinking big and providing its employees with limitless opportunity. And we're growing...fast. 2015 marked our 4th consecutive appearance in the Portland Business Journal's Top 100 Fastest Growing Private Companies, and our growth has made room for an incredible new office in NW Portland. We're an inspired team of creative, purpose-driven marketers that love small business and what it can accomplish.

[See more of the Kinesis Culture on Facebook!](#)



Live the Kinesis Values

Kinesis team members strive to live our core values every day. We don't just give lip-service to them or have them posted on some wall that nobody reads. We live, breathe, and believe in our core tenants. For the Office Hero position, this is what's expected:

Think Big:

If you're like us, you don't just think outside the box – you never considered that box in the first place. Ideas without borders position you to stand out from the crowd and communicate how you're remarkable. We push ourselves and our clients to stay fearless and trust in big vision.

Build to Last:

A business built on a solid foundation can weather any storm. Resilience is a key part of the Kinesis identity – and we're committed to helping our clients stand the test of time. Whether business decisions are big or small, we won't make a choice without a strategy to back it up.

Share the Good:

Success doesn't happen in a vacuum – we're stronger because we collaborate with the inspiring business leaders who surround us. We engage in a constant exchange of ideas, share best practices, and stay vested in each other's triumphs. After all, your good news is our good news.

Do the Right Thing:

At the end of the day, it all boils down to integrity. Make a mistake? Own it and solve it. Realize there's a better way? Change it. We care about honesty and transparency, and believe good character is crucial to helping your company grow.

Qualifications

The job in a nutshell: You'll work with the operations team to make sure all of the administrative tasks are handled seamlessly. Your #1 job is to help the rest of the staff attain maximum possible time working on client projects. This can mean anything from running out to grab lunch to helping organize a database of contacts.

Reports to: Director of Operations

Career Path: We envision a successful Office Hero to have several long-term growth opportunities within Kinesis. Possible future roles might include: Client Coordinator, Project Manager, Office Manager, or Executive Assistant. Candidates with exceptionally strong writing skills could also work towards the Strategy track within Kinesis (Copywriter, Content Strategist, Strategists, etc).

What we need and what you'll do: At Kinesis, core values, abilities, and a demonstrable track record of success are more important to us than direct experience. That being said, an ideal candidate would meet the minimum requirements and have the following skills:

MINIMUM EXPERIENCE

- 1 – 2 years' experience in an administrative role in a professional office environment.
- Multi-tasking and attention to detail comes naturally.
- Proficient with Microsoft Office programs. Bonus for Excel lovers.
- Experience managing multiple projects, both large and small.
- Experience communicating directly with clients.
- BA/BS in Business, Marketing, or Communications.

Administrative Duties

- Meeting scheduling and coordination.
- Base CRM Maintenance
- Note-taking
- Coordinate registration to events, subscriptions to publications.
- Coordinate travel arrangements.
- Maintain PTO calendar.
- Order food / beverages for client and/or internal meetings.

Office Management

- Maintain and organize Kinesis server files.
- Maintain and organize Basecamp (open/archive projects). Bonus for prior Basecamp experience.
- Maintain and organize Kinesis contacts, mailing lists, password files.
- Office coordination: supplies, shipping, groceries, etc.
- Manage office building needs (supplies, maintenance, furniture).
- Check and Distribute mail to office
- Set-up and clean-up conference spaces for meetings.
- Set up and accept deliveries
- Coordinate with IT on tech related needs.
- Maintain LastPass.

Client + Kinesis Happiness

- Head up client appreciation initiatives: maintain client touch calendar, identify and order gifts, coordinate delivery.
- Organize Kinesis team activities: weekly lunches, annual retreat, annual holiday party, PBJ event.
- Head up employee appreciation initiatives: birthdays, anniversaries, work wins, and personal accomplishments.

Benefits

- Incredible team-based, win-win culture
- Paid medical benefits (70/30 split) including disability
- 401k with 4% match
- Flex Paid Time Off (take it when you need it)
- Paid professional development and continuing education
- Healthy work-life balance with 150% paid overtime
- Significant career advancement opportunities

Compensation

\$32-\$45k per year, depending on experience. Significant opportunities for bonuses and compensation advancement with demonstrated performance.

What's next...

Working at Kinesis is more than a job. It's an opportunity to grow with a family that truly cares about one another. And, because we've built a company on a win-win philosophy, you'll enjoy tremendous career growth that's second to none.

Maintaining this top-performing culture is a key priority; as such, our hiring process is exceptionally rigorous and time-intensive. Our process consists of several interviews, an analysis of your career history, and in-depth reference checks. Apply only if you feel this role was written with your name on it (and be sure to tell us why in your cover letter – we want to know what lights your fire!).

Good luck!

Where to apply

Please direct all applications through the online hiring portal: <http://www.kinesisinc.com/contact/careers/>

No calls or emails, please.