

Job ID: OFFMGR1

Job Location: Tyson's Corner, VA (near Washington D.C.)

### **Job Summary:**

The Pro Sports Outlook (PSO) Office Manager is passionate about sports and an expert at time management, organization, and attention to detail. As a leading member of the office workspace, the successful candidate for the Office Manager ensures the smooth running of the office on a day-to-day basis and manages the assignments given by administrators.

### **Responsibilities:**

- Organize meetings, company events, conferences, and manage databases
- Order, manage, and monitor office supplies and utilities
- Act as a point of contact and build good relationships with staff, partners, investors, and potential sponsors
- Organize introduction programmes and documents for new employees
- Ensure health and safety policies are up to date
- Deal with company/staff insurance policies
- Arrange and share quarterly reports to qualified investors
- File employee wages using accounting software adhering to administrative instruction
- Monitor contractual documents & keep personnel records up to date
- Able to operate a wide range of assignments. Organization, efficiency, attention to detail, and planning skills are required
- Conduct quality control and corrective actions to ensure accuracy and quality
- Effectively communicate problem solving efforts, results, and solutions with others
- Participate in team based projects and contribute recommendations towards departmental objectives

### **Basic Qualifications:**

- Showcase outstanding verbal/written communication skills with timely follow up
- Minimum two months of experience, college internship or related work in a professional sports environment or administrative role
- Excellent time management, organization, and problem solving skills
- Attention to detail is a must
- Can thrive in a fast-paced environment that requires quick turnaround results
- Comfortable working alone without supervision
- Good understanding of common computer & mobile applications (Email, Google Apps, Microsoft Office, Mobile apps)
- Analytical & problem solving skills to evaluate data and make intelligent decisions
- Ability to take the initiative and 'make things happen'

### **Preferred Qualifications:**

- Bachelor's Degree

- Minimum 3 months of experience in a digital sports content creation company
- Experience in an administrative role
- Proficiency with:
  - Quickbooks or other accounting software
  - Microsoft Office Applications (Word, Excel, Outlook)
  - G Suite Applications (Google Docs, Sheets, Slides, Forms, Hangouts, Drive, and Gmail)

### **About Pro Sports Outlook:**

This future-minded sports media platform is launching June 30, 2019. Original, captivating sports content will be distributed fully on [www.prosportsoutlook.com](http://www.prosportsoutlook.com) and related social media accounts as soon as June 1, 2019. This sports media startup is focused on establishing a dynamic, team-driven, exciting culture that enhances the way fans understand, consume, and enjoy sports on a daily basis.

Pro Sports Outlook, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender, identity, disability, or protected veteran status. PSO fosters a business culture where ideas and decisions from all people will help us grow, innovate, and establish Pro Sports Outlook as the greatest sports content platform in this rising digital era.

### **To Apply:**

- Submit Resume detailing previous experience
- Submit Cover Letter explaining why you would be a great fit
- Self-made video Cover Letter and/or portfolio demo optional
- Send the above to [rob@prosportsoutlook.com](mailto:rob@prosportsoutlook.com)

*\* You must be legal to work in the United States.*