



Job Title:
Administrative Assistant

Reports To:
President/Owner

Start Date:
July 5, 2021

Job Overview

Cultivation Network, Inc. is a full service marketing agency located in Murfreesboro, TN (Greater Nashville area). We sell B2B services such as Website Design, Development, Ongoing Maintenance and Hosting; Mobile Applications; Search Engine Optimization; Digital Footprint Reporting and Strategies to improve Digital Footprint; Shopping Cart and Payment implementation for Websites and Apps; Graphic Design; Brand and Logo Design; Marketing items and Print materials; Social Media Setup/Branding & Campaigns; Search Engine Marketing through Yelp, Google Ad Words, Facebook and other requested platforms; Branded Apparel; Event and Trade Show planning; and any marketing services our clients request. We encourage you to visit www.cultivationnetwork.com. We are a small but quickly growing firm needing to add an experienced Administrative Assistant.

The ideal candidate will be experienced in administrative, office and bookkeeping duties. The person must be detail-oriented, professional, organized, self-motivated, and able to function in a fast-paced and changing environment, as is the nature of a marketing agency. This is not a remote-in position. This is a full time, or reduced full-time, in-house position at our location in Murfreesboro, TN. The candidate should also be someone who is driven by a desire to succeed, learn and grow with this company long-term.

Responsibilities and Duties

- Candidate must be able to complete projects in a timely manner and meet deadlines.
- Candidate must have knowledge of Quickbooks and general bookkeeping and/or invoicing.
- Candidate must keep an ongoing project list and an organized calendar for self and for team members.
- Candidate must be able to pay close attention to detail, able to organize and work independently.
- Candidate must be able to assist President and other team members to meet project deadlines and directives as set forth by the President.
- Candidate must have excellent writing, reading and proofing skills.
- Candidate will be expected to represent the company in the best manner possible and be professional at all meetings, events and sponsorship opportunities.

Qualifications

- Candidate should be High School graduate and have at minimum: an Associate Degree, two or more years of college or university or three years of relevant work experience.
- Must be at least 21 years of age, have a valid driver's license, eligible to work in the United States and have reliable transportation.
- Must be skilled in Microsoft Excel, Word, and other Microsoft products.
- Very good at computer use and able to do data entry and reporting.
- Able to write professional communications via email and elsewhere.
- Able to occasionally lift boxes containing promotional, office or trade show items.
- Able to attend events occasionally as required by the President.
- Characteristics that are a must for this position include: trustworthy, reliable, hard-working, goal driven and professional.
- Candidate will be expected to only work for this company, no outside projects or side jobs related to marketing.

Compensation

This is a full-time or reduced full-time position in-house in Murfreesboro, TN. Compensation will be based on experience and level of skill. There is a 90 day probationary period.

Unfortunately, we are not able to offer medical benefits or insurance at this time; however, we are working on adding health insurance and other benefits or compensation toward health insurance and other benefits in the future.

Cultivation Network is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Resumes and a letter describing why candidate would succeed at this position should be submitted to President via email at jcole@cnet.biz. Please provide at least 3 references with current phone numbers.