



Job Title:

Project Administrator / Administrative Assistant

Reports To:

President/Owner

Start Date:

February 21 , 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; and any marketing services our clients request. We encourage you to visit www.cultivationnetwork.com.

The ideal candidate will be experienced in project coordination and administrative duties. The person must be detail-oriented, professional, mature, organized, self-motivated, and able to function in a fast-paced and changing environment, as is the nature of a marketing agency. We are a small, but busy firm. Candidate must also have excellent computer skills (Mac preferred) and in general, understand digital marketing and its importance. This is not a remote-in position. This is a full time, in-house position at our location in downtown Murfreesboro, TN.

The candidate should also be someone who wants to learn and grow with this company long-term. Characteristics that are a must for this position include: trustworthiness, commitment to the company, reliability, and goal driven professionalism.

Responsibilities and Duties

- Candidate must have excellent skills in the following areas: writing, reading and proofing for professional communications; critical thinking and problem solving; digital literacy and competence; good sense of teamwork and leadership; professional attitude; and an excellent work ethic.
- Candidate must be able to complete projects in a timely manner and meet deadlines.
- Candidate will assist the President with day-to-day operations as directed by the President.
- Candidate must have professional phone skills, able to answer calls and make business calls.
- Candidate must keep an ongoing project list and an organized calendar for the President, self and for other team members. Experience with Asana, Trello, or other similar project management systems is preferred, but not required. We will train but the candidate must be comfortable with learning new skills and systems.

- Candidate will analyze, monitor and prepare reports for President and clients using our SEO (search engine optimization) and digital dashboard platforms.
- Candidate will prepare quotes for our clients as directed by the President.
- Candidate will make sure all clients are communicated with regularly and will report needs back to the team.

Qualifications for Position

- Should be High School graduate and have at minimum: an Associate Degree, two or more years of college or university or four 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 able to work 8:30 am – 5:00 pm Monday – Friday.
- Must have proficient skills in Microsoft Office products such as Outlook, Excel and Word.
- Must be very good at computer use and able to do data entry and reporting.
- Must be able to pay close attention to detail, able to organize and work independently.
- Must be able to assist on any project as needs arise for the entire team.
- Will be expected to represent the company in the best manner possible and be professional at all meetings, events and interactions with clients.
- Must be able to write professional communications via email and elsewhere.
- Must be able to occasionally lift boxes containing promotional, office or trade show items.
- Must be able to attend events occasionally as required by the President.
- 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, in-house position 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.