



PROJECT ASSISTANT

Position Title: Project Assistant
Reports to: Vice President, Ministry and Creative Services
Status: Full-Time
Location: Akron, OH
Date: June 15, 2020

Assists the Vice President, Ministry and Creative Services and Vice President, Creative with scheduling, communications, word processing, spreadsheet preparation, project management, client services and other miscellaneous tasks that need to be accomplished.

Specific Responsibilities:

- Enter new jobs for Ministry Service Reps, Project Managers and Creative Services
- Maintain client data in spreadsheets to generate reports
- Aid in maintaining a timely schedule of client projects
- Complete general dictation/correspondence/word processing
- Arrange travel and handle associated expense reports for Vice Presidents, Ministry Services Reps and Creative Services/Ministry Services team members
- Schedule and maintain Vice Presidents' calendar/meetings
- Provide hospitality for Client Meetings and MS/CS meetings as needed
- Aid in maintaining calendar of meetings, conferences, time off requests, etc.
- Proof reading
- Purchase Orders
- Processing and maintenance of sample file
- Answering phones, copying, scanning, faxing
- Create and update BBS Corporate Contacts in BBS App and Outlook
- As assigned, assists with training and orientation of other BBS staff
- Other miscellaneous duties as needed to support the Vice Presidents
- Consistently exemplifies BBS Mission, Core Values and ServantHeart culture
- As assigned, assists with training and orientation of other BBS staff
- Other miscellaneous duties (including but not limited to phone coverage, interoffice mail distribution) as needed to support BBS & Associates and as deemed necessary by BBS leadership

Qualifications:

- Four-year degree preferred
- Self Starter
- Client Service orientation
- Strong communication and attention to details
- Well-experienced in MS Outlook, Word, Excel, and database software

BBS & Associates Purpose:

We strive to glorify and serve God by engaging people's hearts and minds –to extend His Kingdom by advancing a ministry's unique God-given vision.

BBS & Associates Core Values:

- We seek to glorify God together and recognize Him as the Source of all provision.
- We strive to work and act with integrity.
- We strive to carefully steward our God-given abilities in order to serve and empower our clients and each other.
- We work hard and strive to exceed the needs and expectations of our clients.
- We strive to work as a team and treat each other as we would like to be treated.
- We seek to encourage ministries to document authentic results -not only the financial, but also the practical and spiritual.

Send resume to: BBSHR@servantheart.com