

Business Operations Associate

Part-time position with potential to grow into full-time pending interest

About Us

The [Sparrey Consulting Group](#) is a talent management company, committed to supporting our exceptional clients as they seek to establish and thrive in their business careers. Since 2008, we have dedicated ourselves to partnering with our clients to help them become standout leaders. In that time, we have helped clients to gain admission to some of the top business schools in the world, including Harvard, Stanford, Wharton, Booth, Columbia, Kellogg, Haas, and MIT Sloan, start numerous businesses, and realize goals to work at some of the world's top consulting, technology, and investing firms. In fact, five of them have appeared on various Forbes lists.

We are a growing business and are looking for talented, ambitious, and team-oriented individuals to contribute to our company's success while also blazing a path for their own.

The Role

We are hiring a Business Operations ("BizOps") team member to work on strategic initiatives across our growing consulting business. Our ideal team member will answer "yes" to the questions below:

- Do you want a job where you impact the lives of others daily?
- Do you focus on the positive in whatever you do?
- Are you a self-starter?
- Are you comfortable working on a number of different things at once?
- Do you want a flexible working environment, one where remote work has been the standard for more than five years?
- Do you seek an environment that closely links your contributions and rewards?

In particular, you will:

- **Support project execution.** Provide project and administrative support, working directly with a small and dedicated team. Utilize Basecamp online project tool, manage Salesforce CRM to support client process, and support communication via Constant Contact. Prior knowledge of each solution is not required, but is preferred. A willingness to learn is paramount.
- **Manage external communication efforts.** Support efforts to connect with prospective and existing clients, revising content for our weekly newsletter, and researching information that supports our clients' needs.

Who are we looking for?

- **High-energy, positive team player.** You must be ready and excited to learn on your feet to help build a growing business. Our team is tight-knit and we thrive on positivity, camaraderie and communication.
- **Fast mover with attention to detail.** We move fast... but getting it right the first time is essential. Our clients expect and deserve the best.
- **Strong written communication skills.** Our team needs someone with exceptional written communication skills that ensures smooth operations.
- **Proactive project execution and problem-solver.** You are known as someone who “gets stuff done.” That includes being willing to ask questions! Our team is here to support you and your willingness to ask makes learning much more efficient.
- **Structured thinker.** Help identify opportunities for process improvement.
- **Willing to grow:** We’re always looking for new ways to add value, improve our marketing, and attract more talent. The role will grow as much as you want it to!

What we offer our Associates

- The ability to chart your individual career path based on your expertise and passions. As part of a startup, you will have the opportunity to grow your role along with us.
- A tight-knit, diverse environment that encourages you to identify new opportunities and provides the support to make it happen.
- Flexible hours, with steady growth potential and opportunity to convert to full-time with benefits.

Job Requirements

- A passion for delivering exceptional customer service.
- A desire to learn, and fierce resolve when presented with a challenge.
- Experience managing social media & communications including Hootsuite, Facebook pages, Twitter, Constant Contact, Wordpress, blogs, etc. We would love to incorporate your creativity!
- Interest in learning CRM and project management tools such as Salesforce, Basecamp, Slack, etc. Experience or certification is a plus.
- Advanced experience with Microsoft Office.
- Pursuing or achieved a Bachelor’s degree.

Why join The Sparrey Consulting Group?

Working for The Sparrey Consulting Group offers a chance to change lives, gain inspiration, grow your own career, and build what we hope are lifelong relationships. Our team has been built around driven and committed team members who support each other as we look to grow and deliver on our mission. Our clients will inspire you, and our team will make it fun to work together. Flexibility in work arrangements has been key to our success, and we want to support your desire for a flexible, successful career path as well.

Logistics and Compensation

The time commitment will be **approximately 10-12 hours per week to start**, with the potential to grow into a full-time role depending upon your interest and our business needs. There is a preference for someone located in the greater Seattle area (in particular, the Eastside), although work can be done virtually. Compensation will be determined based on skills and experience. Work study and school credit can also be arranged if the position aligns to program requirements. If this opportunity sounds like the right fit for you, please send a cover letter and resume to: careers@sparreyconsulting.com.