



NEW HIRE POSITION PROFILE

Position: Administrative Coordinator, Communications and Finances

Start date: ASAP

Type of position: Full time

Schedule: 40 hours a week, Monday through Friday.

About The Social Concierge

The Social Concierge is a unique creative and event design agency that specializes in generating unrivalled anticipation, moments of happiness and lifelong memories. We set the stage for both grand tales and personal highlights to emerge through our premium, accessible and immersive cultural experiences. *The world is our oyster.*

Our agency model provides quickness of feet, expanse of skill and lightness of spirit. We value the history of brand culture and design, the integrity and longevity of strong partnerships, and attention to detail as fundamental pillars toward the building of a strong image. Our team draws inspiration from the past and architects today into tomorrow.

Our event stack includes in house signature events including but not limited to [Dîner en Blanc](#), [Deighton Cup](#), [Harvest Haus](#), [Dinner by Design](#), [Greenwood Stakes](#); as well as client events that we produce for lululemon athletica, Nike, Samsung, DHL and many more.

For full information on the company visit www.thesocialconcierge.com

We are looking for a motivated, enthusiastic and talented individual, who loves what we do, is inspired by our work and is a good fit to our culture. We set our mission as bringing people together and creating spectacular experiences that are memorable. We are looking for a candidate who contributes to achieving this goal, via delivering below scope points:

Scope

Digital Communication Project Coordination:

- Being the liaison between communications agencies and contractors, and The Social Concierge (and its events') team to make sure all necessary information is shared with all parties on a timely basis, for the best execution of communications campaigns. This includes:
 - Creating information trackers supported by weekly calls for 3rd party agencies to update them on:
 - Event Information and highlights
 - Sponsorship promises and activation information



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- Launch dates and any other important dates
- Building and managing communications calendar and being accountable for its execution. This includes:
- Ensuring social media calendar requirements are met by contractors and agencies.
- Ensuring email campaign requirements are met by contractors and agencies.
- Paid advertising requirements are met and well executed by contractors and agencies.

Sponsorship Coordination:

- Manage and be accountable for creating and finalizing all sponsorship contracts on a timely basis. This includes:
 - Ensuring all sponsorship agreement points are included in contracts.
 - Ensuring all sponsors are signed into an agreement prior to the start of a signature event.
 - Coordinating with event producers and sponsorship managers to make sure all promises are recorded with full accuracy.
 - Ensuring all sponsorships are invoiced prior to the start of a signature event. Follow-up invoices can be sent post-event if adjustments are required.
- Ensure all sponsorship promises are met and delivered in the best way. This includes:
 - Managing the activations on-site based on what's agreed on contracts.
 - Making sure all sponsors are hosted at our signature events in the best way.
 - Coordinating with digital communications agencies and contractors to make sure digital communication and branding promises are delivered.
- Sending post event reports to sponsors including:
 - Digital communication metrics (working with the rest of the communications team) and reports.
 - Activation reports and photography.

Finances and Accounting

- Manage and be accountable for an on-going project-based finance system on all signature and client event experiences. This includes:
 - Revenue-related budget items such as sales data and sponsorship amounts
 - Expense-related budget items including receipts and invoice entry to the budget trackers.
- Manage and be accountable for the successful interface for event producers on every project to efficiently upload, track, store and record event-based expenses.
- Manage and be accountable for the @TSC account receivables system including invoicing sponsors and clients. This includes:
 - Coordination with customer or sponsorship contracts, to understand what financial commitment is made.
 - Working with budget trackers to determine the amount to be invoiced.



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- Using QuickBooks Online to create and send invoices.
- Following up with clients and sponsors to make sure the payments are received on a timely basis.
- Processing Credit Cards of sponsors and clients via a POS machine and/or online payment systems (i.e. PayPal), when required.
- Managing and reporting on a monthly/quarterly basis, the account receivables summary, and determine and manage the action plan for collectables.
- Manage and be accountable for the @TSC accounts payable system for payments, wire transfers, Interact transfers, receipts and payables on all production budgets. This includes:
 - Not executing actual payments but working with bookkeeper to complete payments in a timely manner.
 - Tracking and recording payables and making payments with Credit Cards directly, when necessary.
- Manage and be accountable for the successful interface with the @TSC bookkeeper, producing accurate bookkeeping records from the bookkeeper system.
- Manage and be accountable for the successful project-time tracking of full-time staff @TSC.
- Propose changes to the current accounting and budget tracking systems to increase efficiencies.

Other Administrative Duties:

- Ensuring all Google Drive files and folders are organized and updated as necessary.
- Responding to inquiries coming to inquire@thesocialconcierge.com.
- Manage and route phone calls coming to The Social Concierge line, appropriately.
- Make travel arrangements as required.
- Set meetings as requested.
- Delivering other duties as requested by partners of The Social Concierge.

YOU...

- Pay meticulous attention to details. In fact, you LOVE working with details. You rarely miss a dot and deliver with 100% accuracy.
- Are very organized. You categorize and manage files, folders and trackers to maximize efficiencies for yourself and others.
- Have basic math skills. Understand numbers and are good with working with Excel or Google Sheets.
- Have a professional work ethic. You act and communicate with all parties professionally. You have a positive attitude, deliver by the deadlines that are set for you and deliver high quality work.
- Are an excellent communicator. You make sure information is shared with all necessary parties, on a timely basis. You are so transparent that you raise your concerns or



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questions to other parties regularly, ask for or share information as required and make sure all various parties are on the same page.

- Have solid time management skills. You don't panic when there is pressure, you just prioritize and get things done.
- Are a Go Getter. You put your best efforts to deliver, ask questions when necessary, or dig into the information you've been shared with or just go online when you don't have much, to make sure you deliver. You go above and beyond your duties. You also follow up with various parties as necessary to make sure that task is delivered.

WE PREFER YOU...

- Are familiar with Google Drive (Google Sheets, Google Docs, Google Slides).
- Have familiarity with Quickbooks Online, or another accounting software.
- Have a minimum 1 year experience in an admin/coordinator role in a professional environment and understand how information flows work among various parties.
- Have basic understanding of taxes in different regions.
- Have a bachelor degree in finance, communications, accounting or any other relevant field.

As a general rule, we expect our employees to be available during office days, Monday through Friday. However, due to event and campaign schedules, working on the weekends and evenings might be required. Any extra hours completed by our employees will be balanced with lighter work days in following weeks.

Other than that, most of the time, we work flexible hours, and from home or remotely, as long as we meet our goals, deliver by the deadline and be available for office meetings.

Other Workplace Expectations

The Social Concierge is currently a small organization, and as such workplace expectations for this position are different than what one may expect from traditional employment with a larger, more established organization.

It is our wish to build success for you from day one. And as with all communication-based services and agency work, it is how you initially set expectations that will determine later success. This position profile is meant as a starting point for candid discussion around goals, aspirations, objectives and outcomes but even more so on the day-to-day workplace culture that will build a really powerful relationship.

This engagement is based on a flexible average of 40 hours of work per week, targeted directly at the scope of work detailed in this position profile (subject to change, in writing from the Directors of The Social Concierge).



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As with any entrepreneurial, performance-based position, additional hours worked in exceeding personal goals and/or in achieving the business development objectives of the organization is at the discretion of the New Hire. This combination of time spent will play an interesting balance on your work experience with The Social Concierge. As new opportunities develop on the horizon of our business, so will the opportunities for your growth and maturation with the company!

We will endeavor to provide an environment where learning and self-development is tantamount. Both Directors are committed to a mentor-style approach to your learning. That said, a self-directed and initiated spirit will truly ensure the quality of your development. As part of this culture, regular “one-on-one’s” along with a mid-contract review will be important for measuring the relationship intent.

The expected time split on location-based work arrangements will break down as follows:

- Remote work: 70% (3-4 days per week)
- The Social Concierge office: %25 (1-2 days per week)
- Location-based meetings, events and executions: 5-10%

Additionally, we provide our employees *Unlimited Paid Vacation* as long as they perform their duties and complete their tasks on time.

Finally, there is a set of standard tools that are critical to success in this position. It is the expectation of The Social Concierge you come equipped with the following:

- Mobile smart phone
- For remote work, a laptop or home-based computer with a Google Chrome browser
- Personal transportation, as required for location-based events and meetings

Application deadline: February 1st, 2019 at 5:00PM

Applications can be made to: inquire@thesocialconcierge.com (please use the subject line: “Administrative Coordinator, Position Application”) with a Resumé and a Cover Letter stating why you’d like to work with us.

We truly look forward to making this a wonderful experience.