

# Boot★Camp Digital



## Administrative Services Manager

### Requirements:

- Provide superior and genuine customer service to clients and employees
- Support accounting, training and customer service lines of business
- Maintain a highly efficient and organized office with direct responsibility for inventory management and procurement
- Manage travel budget and logistics
- Facilitate and foster new and existing relationships with customers by treating them with sincerity and a willingness to help
- Fluently balance competing priorities
- Demonstrate clear, concise communication and consistent follow through

### The ideal candidate:

- Is passionate about social media
- Holds a Bachelor or Associate degree
- Is experienced working in a professional office environment
- Listens to good music
- Enjoys working with people and building new relationships
- Interacts confidently with clients
- Manages the day-to-day operations of an office with pride

Position is **available immediately** and represents an open opportunity for professional development and advancement.

Boot Camp Digital is a social media training company, supporting clients across the globe. This full-time position is based in Cincinnati Ohio (Norwood). **APPLY** via email to : [hr@bootbootcampdigital.com](mailto:hr@bootbootcampdigital.com)

Send a resume, social networking links, and/or a cover letter or video explaining why you would be a great fit for this role. Candidates selected for interviews will be notified by email, please do not call.