



Hi there,

Frontier is in search of a **PART-TIME OFFICE ASSISTANT.**

At its core, Frontier is a team of creative consultants who help people and organizations do work they believe in. Everything we do is fundamentally challenging work as it's being done today. We believe that work can and should be more impactful, more meaningful, and more delightful for leaders, employees, and the customers and communities they serve.

Visit thisisfrontier.com to learn more about the people and projects that make Frontier what it is.

IN THIS ROLE YOU WILL:

- Support our growing team by managing day-to-day tasks that make our studio a great place to get work done while fostering a hospitable place for our team to be.
- Be in charge of office management tasks such as checking voicemails, ordering supplies, sending client gifts, managing inventory, running errands, helping with space upkeep, and addressing general inquiries.
- Manage relationships with service providers and independent contractors.
- Serve as a liaison with property management for office space maintenance.
- Provide support for key leaders and team members like meeting planning, expense reporting, and additional tasks as needed.
- Plan team outings (or innings). Our team cares deeply for clients and we also make sure to step away and spend time together. Our Office Assistant should find joy in brainstorming, planning, and executing moments of togetherness.

TO THRIVE IN THIS POSITION YOU MUST:

- Demonstrate professionalism and genuine care in your work.
- Believe no task is too small and get great satisfaction making things run efficiently and smoothly.
- Have a strong attention to detail.
- Be a well-organized self-starter who can manage (and impress with professional charm) multiple tasks and various stakeholders.
- Want to grow, try new things, be challenged, and know that challenges are a lot like riding a horse — if you're comfortable while you're doing it, you're probably doing it wrong.*
- Truly want to make a difference, be a part of this team, and help a small business thrive. We care a lot about our company and we all put effort into building our business and enriching our team culture.
- Bring confidence to the range of the role. The team trusts you to come up with your own ideas to accomplish tasks and there's a myriad of opportunities to bring yourself to this role. We want that to be exciting to whoever steps in!

**Bonus if you're a Ted Lasso fan!*

YOU SHOULD COME ARMED WITH:

- Past experience in hospitality, customer service, or office administration (it's a plus, but not required).
- Working knowledge of Macs, Google applications, and the usual Microsoft Office products.
- Desire to work in a non-remote office environment and availability to work an estimated 15-20 hours a week.
- A flexible schedule. This is an hourly position and we will work together to determine a routine, but the availability to be present at critical team moments is ideal.
- A reliable vehicle; this role involves running light errands.

NOW, THE REALLY GOOD STUFF:

- Starting range: \$20/hour
- Paid vacation and leave days
- Tons of flexibility, tons of accountability, and a strong culture of belief (in our work and in each other).

If you would like to be considered for this position, please say hello to Jess Bernard at jess@thisisfrontier.com.