



# 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](https://thisisfrontier.com) to learn more about the people and projects that make Frontier what it is.

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## IN THIS ROLE YOU WILL:

- Support our team by managing day-to-day operations such as opening or closing duties, coffee making, guest greeting, trash takeout and everything in between that makes our studio a great place to get work done and a hospitable place to be.
- Take charge of office management tasks. Things like checking voicemails, ordering supplies, client gifts, managing inventory, running errands, space upkeep, plant care, and addressing general inquiries.
- Work closely with our operations team to support the end of month billing process and as needed project tasks.
- Act as liaison with property management for office space needs.
- Manage relationships with service providers and independent contractors.
- Provide support for key leaders and team members like meeting coordinating, expense reporting, light personal errands, and additional tasks as agreed upon.
- 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 thoughtful moments of togetherness.

## TO THRIVE IN THIS POSITION YOU MUST:

- Enjoy supporting and bringing out the best in our team through acts of service (this role's love language).
- Demonstrate thoughtfulness and genuine care in all your work.
- Believe no task is too small and pay attention to the small things that make for a better day or helps the team run more efficiently.
- Be able to manage 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!*

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## 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 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](mailto:jess@thisisfrontier.com).