

Job Title: Office Administrative Assistant  
Reports to: Operations  
Location: Franklin, TN (Greater Nashville Area)  
Job status: Full-time

About the position:

Are you someone who loves details? Is your sock drawer organized and your closet color-coordinated? O.K. maybe not that drastic, but if you love being organized and like to have a variety of things to do, chances are you would be a great candidate to join our team. The Poimen Group is looking for an Office/Event Administrative Assistant to join our team.

Your day will be very busy... you will:

- Schedule and coordinate appointments, meetings, interviews, and travel arrangements
- Perform a variety of clerical duties including ordering supplies, errands, shopping, printing event materials, updating content, assist CEO with miscellaneous tasks
- Update and maintain databases
- Prepare expense reports and keep track of receipts and expenses
- Create asana projects, assign, and schedule timelines/due dates (future – need process)
- Support the event team in the preparation/execution of events
- Assist with ad-hoc projects as needed
- Assist with kitchen (cooking, making coffee, cleaning, and dishes)

The right person to join our team is...

- Passionate about what we do and serving others
- Loves details and is organized
- Is constantly going beyond what is expected
- Is a great communicator
- Is a solution-oriented problem solver
- Is flexible with evening availability (Events may run until 7pm - average 3 nights a month)
- Is selfless
- Is dependable
- Takes initiative
- Is teachable. You will listen, ask questions, and if at first you don't succeed - try, try again

Benefits:

- A 401(k) match of up to 4% after one year as a team member
- Generous paid time off
- Weekly devotionals
- Casual dress and work environment

As a Team Member, you'll be totally immersed in our culture. Our culture is built around serving others while creating a fun and exciting place to work that will challenge and motivate you. Our office is a fun, fast paced place to be. We like to get stuff done and have fun doing it. We hire great people who have a desire to change lives and want to make a difference. If you are looking for a fast-paced environment where you can make a difference every day, then this is the opportunity for you!

Does the above sound like you? Great, we want to meet you! Apply now at [hiring@chrislocurto.com](mailto:hiring@chrislocurto.com).