

## **Business Administrative Liaison Job Description Brainard Strategy**

### ***Company Overview***

Brainard Strategy is a boutique consulting firm servicing southern California. Headquartered out of Carlsbad, we provide business strategy and organizational development services to mid and large sized companies (many of them fortune 500 companies). The majority of our clients widely cover the San Diego, Orange County, Riverside, and Los Angeles counties. We specialize in partnering with corporate clients to create and align strategies that enhance innovation, improve operational excellence, increase profitability, and strengthen employee commitment, performance, and productivity.

Our mission is to provide “best in world” management consulting services, methods, products, and consultants for any individual, team, and/or organization seeking change. We are looking for someone to join our team in achieving this mission by providing “best in world” business administrative services to support our team.

### ***Job Description***

Job Title: Business Administrative Liaison

Compensation: \$18-20/hour based on experience. Part time, 3 days a week (flexible hours)

Brainard Strategy is looking for an administrative liaison and office support specialist who can work with limited supervision and has excellent communication skills to take active roles in partnering with our consultants and sales team. The right candidate will be detail oriented and have skill in logistics, monitoring progress of projects according to negotiated contracts, and project management.

Requirements for this role:

- Project management experience
- Detail orientation
- High school education
- Flexible working hours

Specific duties for this role will be project specific, but may include:

- Account receivables and payables
- Invoicing
- Sales commission calculations
- Project logistics including, but not limited to: scheduling meetings; ordering supplies; coordinating consultants
- Contract management
- Payroll
- Tracking profitability of active projects
- Final assembly of some client materials

Interested individuals are requested to submit a resume detailing past work experiences to:

[jkonkin@brainardstrategy.com](mailto:jkonkin@brainardstrategy.com)