



Administrative Assistant
Interview Connections

Interview Connections is seeking to add its next superstar to our rapidly growing team! This individual will work directly with our Leadership Team (Managers and Owners) on highly confidential and critical level reporting, analysis and documentation from a financial and organizations perspective. Candidate must be able to work in our Cranston, RI office 3 days per week and may work remotely 2 days per week during training with the potential to work fully remotely in the future.

Candidates must be strong in time management, project management and reporting, analysis and written and verbal communication. Superior attention to detail a must.

Responsibilities Include:

- Manage, track and follow up on missed client payments, secure updates and document properly
- Create and manage a customer list spreadsheet
- Create, update and maintain internal reporting and documentation around budget, expenses, commissions, etc.
- Ensure projected revenue (cash & accrual) is achieved through accurate payment tracking and follow-up
- Managing schedule and booking appts, personal and professional for the two co owners of the company
- Communicating on behalf of co owners of the company
- Booking travel flights hotels cars etc
- Work with Manager to track employee's paid and unpaid time off
- Ensure our company credit card points are being leveraged
- Vendor research calls and negotiations
- Internal project management, coordination and follow through to completion
- Gathering and confirming proper commission for team
- Set up, management, filing all internal employee paperwork, legal docs and employment information
- Assist with office moves as needed
- Work with Booking Manager to intake new clients and ensure client calls are scheduled

- Miscellaneous administrative projects that come up day to day

Requirements of the Position:

- Must have extreme attention to detail
- Must be superior with spreadsheets (Google Sheets)
- Experience reporting to an executive
- Experience in finance; bookkeeping, accounting, administrative work
- Highly professional written and verbal communication
- High sense of urgency
- Experience with G-Suite, Trello, Infusionsoft, and other marketing softwares

Compensation and Benefits:

\$16.50/hour

Health and dental available

PTO and Sick Time

How to Apply:

Email your cover letter and resume to matt@interviewconnections.com.

About Interview Connections

Interview Connections is the leading podcast booking agency in the world. The company was founded in 2013 by Jessica Rhodes. Co owned by Jessica Rhodes and Margy Feldhuhn, Interview Connections works with successful service based online entrepreneurs who want to leverage guest expert appearances on podcasts to build more brand awareness in their business.

The Interview Connections team of Booking Agents are the podcast powerhouses behind many of the record breaking book launches you've seen today, with clients such as Ali Brown, JJ Virgin, Perry Marshall, other authors you may know, and numerous PR agencies who hire them for their podcasting savvy and booking skills.

Jessica and Margy are committed to ongoing philanthropic work in their local community. Margy is very active in animal rescue, and organizes a yearly fundraiser called Art for Animals. In 2019 she was recognized for her efforts with a "Humane Heroes" award. Jessica is an active member of her son's public school Design Team where she is helping to improve the student experience. She is also a volunteer for Foster Forward where she mentors a 17 year old girl in foster care.