

Sample Job Posting

XM Performance is a growing consulting, training, and coaching firm in Grapevine, TX. We are looking for a full-time Small Business Xcelerator to help us with the day-to-day operations of the business and to help us manage our growth. This is a full-time position, Monday through Friday, with federal holidays off.

The purpose of the Small Business Xcelerator is to manage day-to-day operations of XM Performance and support the work of the Executive team and consultants. This job includes administrative, event management, and personal tasks to accomplish this goal. Responsibilities include but are not limited to:

1. Executive Assistant
 - a. Support Executive team and consultants as needed
 - b. Handle some personal assistant tasks for the owner of the business
2. Class/Workshop/Event Management:
 - a. Manage scheduling, logistics, and materials
 - b. Keep team on task and ensure they have everything needed for events
 - c. Set-up and take-down events
3. Administrative Duties
 - a. Document creation (Word, Excel, PowerPoint)
 - b. Data entry
 - c. Errand running
 - d. Maintain office inventory
 - e. Marketing administration (posting web content, etc.)

Desired Skills

- Microsoft Office
- Calendar management experience
- Ability to work independently with minimal supervision
- Ability to plan ahead and stay ahead of schedule

Compensation: \$18-20/hour depending on experience. Paid holidays and PTO are available after 90 days.

Benefits: Fun and flexible work environment, In-house wellness programs, and more

Hours: Monday – Friday, 9:00AM to 5:00PM

Please apply directly with your resume and cover letter to [hr @ yourcompany.com](mailto:hr@yourcompany.com). Applications over the phone will not be accepted.