MELISSA
ANDRE
EVENTS

MARCH 1 2017

OPERATIONS + BUSINESS MANAGER (LOS ANGELES)
MELISSA ANDRE DESIGN CO. LLC.

COMPENSATION: BASED ON EXPERIENCE
START DATE: IMMEDIATE

JOB BRIEF

THE OPERATIONS + MANAGER & BUSINESS MANAGER AT MELISSA ANDRE DESIGN CO. LLC IS RESPONSIBLE FOR ENSURING THE EFFIIENCY OF BUSINESS OPERATIONS AS WELL AS SETTING STRATEGIC GOALS FOR THE FUTURE OF THE COMPANY. THE BUSINESS MANAGER WILL ENSURE THE PROFITABILITY OF OUR COMPANY'S ACTIVITIES TO DRIVE SUSTAINABLE DEVELOPMENT AND LONG-TERM SUCCESS AND ORGANIZATION. THE OPERATIONS MANAGER OVERSEES THE PROVISION OF SERVICES TO MAKE SURE THE ORGANIZATION IS RUNNING AS WELL AS IT POSSIBLY CAN WITH SMOOTH EFFICIENT SERVICE THAT MEETS THE EXPECTATIONS AND NEEDS OF THE CUSTOMERS AND CLIENTS.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

- MONITORING AND ANALYSING THE CURRENT SYSTEM OF PRODUCTION/OPERATIONS TO CHECK IF ITS EFFECTIVE (WORK OUT STRATEGY FOR IMPROVING IF NECESSARY)
- MANADE DAY-TO-DAY ACTIVITIES
- TRAIN AND SUPERVISE NEW EMPLOYEES AND TRACK/MEASURE STAFF PERFORMANCE
- RESEARCHING NEW TECHNOLOGIES AND ALTERNATIVE METHODS OF EFFICIENCY
- CREATE AND IMPLEMENT ALL OFFICIAL MELISSA ANDRE DESIGN CO. DOCUMENTS AND ENSURE THEY ARE MANAGED, UPDATED, AND DISTRIBUTED/USED PROPERLY TO ALL MADC TEAM MEMBERS.
- ENSURE THAT THE COMPANY HAS ADEQUATE RESOURCES TO COMPLETE ITS ACTIVITIES (OFFICE SUPPLIES, EQUIPMENT, BUSINESS CARDS, ETC.)
- PROVIDE FEEDBACK TO IMPROVE EFFICIENCY AND EFFECTIVENESS OF ALL PROCESSES ALONGSIDE MELISSA
- MAINTAIN RELATIONSHIPS WITH RELEVANT PARTNERS/VENDORS/SUPPLIERS
- GATHER, ANALYZE, AND INTERPRET INTERNAL DATA AND CREATE REPORTS FOR MELISSA'S REVIEW. (QUARTERLY BUDGET TRACKING, ANNUAL BUDGET TRACKING, INDIVIDUAL EVENT BUDGET TRACKING)
- RECONCILE ALL COMPANY CREDIT CARDS AND BANK ACCOUNTS
- ESTABLISH REBATES WITH VENDORS AND BILL ACCORDINGLY
- MAINTAIN BUDGETS FOR ALL EVENTS AND PROJECTS (DETAIL REQUIRED WILL DEPEND ON SIZE OF EVENT AND CLIENT)
- PAY ALL APPROVED BUSINESS AND PERSONAL VENDORS
- PAY ALL REOCCURING BILLS ON A TIMELY BASIS
- REVIEW ALL STAFF EXPENSES WITH MELISSA AND PAY
- REPRESENT THE COMPANY IN EVENTS, CONFERENCES, TRADESHOWS – WHERE NECESSARY
- MANAGE THE DAILY FINANCIAL ACTIVITIES OF THE COMPANY WHICH INCLUDE BUDGET PREPARATION, CONTROL, ACCOUNTING, PURCHASING, AND BUSINESS PLANNING
- COORDINATE, DESIGN, AND IMPLEMENT INTERNAL FINANCIAL AND ORGANIZATIONAL REPORTING SYSTEMS AND DOCUMENTS, P&L'S, EDIT CONTRACTS (AS NEEDED), FINANCIAL CONTROLS AND BILLING SYSTEMS.
- PREPARE NEW CLIENT BUDGETS + CREATE PRESENTATIONS IN ORDER TO ASSIST WITH SECURING BUSINESS (WHEN NECESSARY) – TEMPLATES AND SAMPLE BUDGETS SHOULD BE CREATED SO THAT MINIMAL WORK NEEDS TO BE COMPLETED UNLESS THE JOB REQUIRES SBUSTANTIAL CUSTOM DESIGN WORK.

- EVALUATE AND/OR NEGOTIATE STANDARD CONTRACTS FOR THE PURCHASE OF SERVICES AND PARTNERSHIPS WITH MADC. (LEGAL RESOURCED WILL BE PROVIDED FOR MORE COMPLICATED CONTRACTS THAT REQUIRE SPECIALIZED ATTENTION.)
- MANAGE CASH, CASH-RELATED RECEIPTS, ACCOUNTS RECEIVABLE AND CREDIT/COLLECTION FUNCTIONS, ENSURING TIMELY PROCESSING OF BILLING, PAYMENTS, AND COLLECTION OF REVENUE.
- MAY COORDINATE FINANCIAL ASPECTS OF RESEARCH PROPOSALS, CONTRACTS, AND SUB-CONTRACTS, INCLUDING THE DEVELOPMENT OF BUDGET, PROPOSAL PREPARATION
- PERFORM JOB-RELATED DUTIES AS ASSIGNED
- LIASON WITH ACCOUNTING, CPA'S, LAWYERS, AND OTHER PROFESSIONALS TO ENSURE MADC. HAS THE DOCUMENTS AND TAX FILINGS NECESSARY.
- MAINTAIN CONFIDENTIALITY ON ALL COMPANY EXPENSES, PROFITS, & CLIENTEL

DESIRED SKILLS AND EXPERIENCE:

- HIGHLY ORGANIZED AND DETAILED WITH THE ABILITY TO FOCUS ON OPERATIONAL AND ORGANIZATIONAL ISSUES
- STRONG WRITING AND COMMUNICATION SKILLS (PERFECT GRAMMAR)
- DEMONSTRATES A TRUE INTEREST IN OUR CLIENTS, THE COMPANY, OUR PARTNERS
- DEDICATED AND COMMITTED TO TOP QUALITY SERVICE AND THE BEST POSSIBLE CLIENT EXPERIENCE
- ABILITY TO MEET EXPECTED DEADLINES AND WORK IN A HIGH-PRESSURE ENVIRONMENT
- MUST HAVE ACCESS TO VEHICLE AND LAPTOP COMPUTER
- ABILITY TO DEVELOP AND MAINTAIN RECORDKEEPING SYSTEMS AND PROCEDURES
- WORK TOWARDS BECOMING PROFICIENT IN QUICKBOOKS
- SKILL IN BUDGET PREPARATION AND FISCAL MANAGEMENT
- ABILITY TO ANALYZE FINANCIAL DATA AND PREPARE FINANCIAL REPORTS, AND PROJECTIONS
- SKILL IN EXAMINING OPERATIONS AND PROCESURES AND DEVELOPING AND IMPLEMENTING NEW STRATEGIES AND PROCEDURES.
- ABILITY TO SUPERVISE AND TRAIN EMPLOYEES TO FOLLOW ALL ORGANIZATIONAL GUIDELINES AND DOCUMENTS DEVELOPED.
- EXPERIENCE WITH E-COMMERCE, ONLINE STORES IS A GREAT ASSET
- 3+ EXPERIENCE IN BUSINESS/OPERATIONS ROLE IN A CREATIVE INDUSTRY/AGENCY (PREFERABLE)

THE POSITION REQUIRES COMMITMENT AND ADHERENCE TO THE BRAND STANDARDS DEMONSTRATED BY MELISSA ANDRE DESIGN COMPANY LLC.

APPLICATION PROCESS

1. EMAIL RESUME AND COVER LETTER IN PDF. FORMAT TO: JOBS [@] MELISSAANDRE . COM
2. INCLUDE NAME OF POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION (**OPERATIONS + BUSINESS MANAGER - LOS ANGELES)**
3. PROVIDE LINKS TO INSTAGRAM ACCOUNT (MUST BE PUBLIC)
4. PROVIDE LINKS TO BLOG, WORDPRESS, SAMPLES OF ANY WORK, SCHOOLWORK, GRAPHIC WORK, COLLAGES, INSPO BOARDS, OR ANY RELEVANT MATERIAL