



Have experience working with executives and looking for a remote position? Rivvly is now looking to hire Online Business Managers to work directly with VIP clients.

Online Business Managers work with clients that have a broader scope of needs, as opposed to a more linear approach of tasking. OBMs must have an acute attention to detail and be able to efficiently coordinate across multiple facets of the business. Sound like you? Apply today.

Skills & Attributes:

- **Honesty.** This is crucial, because after all, transparent communication is key. Did you make a mistake? Be willing to own it and offer up the most efficient solution. Do you not understand something? Speak up so the situation can be resolved.
- **Vision for Holistic Health.** In order to be a true team player, this role will require you to learn the ins and outs of the holistic health industry. For you to know your job and do it well, it will be imperative that you understand the nuances of this industry and how to appropriately handle any given situation.
- **Professional demeanor at all times,** no matter how much of a celebrity you come in contact with. In this role it will be important that you can maintain efficiency and professionalism, no matter how star struck you actually are on the inside.
- **Gratitude and compassion,** both with the client and anyone you correspond with on their behalf. You must always represent the client well.
- **You're fulfilled by helping others.** As a part of this client's team you will have to realize you're a part of something bigger than yourself. If you're the type of person who can see the forest AND the trees and work cohesively with other team members towards the same goal, then you can check this attribute off of your list.
- **Willing to travel occasionally** to provide on-site support to the client.
- **Ability to keep up and thrive in a fast paced environment.**
- **Able to handle blunt direction.** The client is very busy and often communication will not be filled with fluff and niceties. Simply, you can't wear your feelings on your shoulders.

Qualifications:

- Proficient with MS Office.
- Proficient with Google Suite.
- Professional phone and email etiquette.
- Managerial mindset that will allow you to keep all aspects of the business running smoothly.
- Acute attention to details, even when there are many to juggle.
- Effective, professional communication with media outlets.
- Proficient in Asana, Zoom, and TripIt. It's also important that you are proficient enough and willing to learn new platforms as they are incorporated.

Education & Experience:

- A minimum of a Bachelor's degree.
- Minimum 2-5 yrs of experience in an administrative role supporting C-suite level executives or equivalent high functioning professionals.
- Experience supporting professional speakers.

Details:

We are currently accepting applications for an Online Business Manager from anywhere in the continental United States. Please note that initially this will be a 1099 position, with the opportunity to grow based on performance and loyalty.

This Online Business Manager role will begin at approximately 40 hours per month, with growth potential for the appropriate candidate. The projected amount of hours is expected to double by the end of the year. Salary will be discussed during the interview process and will be directly related to experience and qualifications. You are expected to be available 9-5 ET, Monday through Friday. You will be responsible for providing your own phone, internet, computer, and any other necessary equipment to complete your daily tasks and responsibilities.

Essential Duties and Responsibilities:***Administrative Procedures:***

- *Responsible for providing, developing and maintaining efficient and confidential administrative support to the principle of the practice.*
- *This position operates with a high degree of independence in performing the duties of the position while maintaining open communication with the principal of the business on a daily basis through email and telephone. Weekly conference calls are scheduled for organization of the speaking engagement database.*
- *Ensure assigned tasks are completed within specified timeframe and with a minimum number of errors or omissions.*
- *Communication with team members and external sources in a manner that is in alignment with the client's brand and mission statement.*

Marketing:

1. *Management of inbox for LinkedIn.*
2. *Oversight of social media virtual assistant to ensure their duties are being completed.*
3. *Assistance with research and communication with speaker's bureaus to expand client's opportunities.*

Office Organization:

1. *Maintain an organized task management system. The client's team currently utilizes Asana.*
2. *Accounting responsibilities, such as documentation of expenses for corporate clients.*
3. *Email handling and filtering with branded email.*

4. *Manage requests from media for print, radio, podcast, and television interviews.*
5. *Manage requests for paid speaking opportunities, which includes a high level of details such as follow-up for contracts, accounts receivable, and detailed travel arrangements.*
6. *Detailed calendar management (based on Google calendar) for client, with the exception of clinic and virtual counseling clients.*

Skills and Specifications Key Competencies:

- *Effective communication: presents information clearly, concisely, and regularly confirms correct interpretation of information. Very high standard of communication skills both written and verbal.*
- *Organization of work: implements the key principles of time management, task allocation, and priority assignment, in addition to personal organization.*
- *Initiates and responds to suggestions for improving service.*
- *Proficiency with the following technology: Google calendar, Google docs/sheets, Google drive, Asana task management system, and Zoom video conference.*

Position Interface:

People that you will interact with on a regular basis:

- *CEO/Owner*
- *Media outlets (print, radio, and television) requesting timely scheduling of interviews.*
- *Event planners/speaking agencies requesting appointments to schedule speaking engagements.*
- *The client's current team members who manage her social media, website, blog, and office appointments.*