

WTA ADMINISTRATIVE ASSISTANT

COMPANY SUMMARY

Write Track Admissions (WTA) is a global admissions consulting company that has served 1,000+ undergraduate and graduate school applicants from over 30 countries since 2008. After a decade in business we are now looking to greatly expand the size, scope, and reach of the company. If you are interested in being part of a battle-tested international enterprise with high professional development and financial upside and incredibly gratifying client results than WTA is the place for you!

SUMMARY OF POSITION

The Administrative Assistant will be the engine of WTA ensuring the company is operating at optimal capacity especially with the build-up and during the core of the admissions season. One of the key responsibilities of the Administrative Assistant is to oversee the client and consultant service delivery process including acquisition, contracting, tracking, and servicing.

The position will afford the Administrative Assistant with first-hand experience in **working with a dynamic team** of highly accomplished international admissions consultants from the world's top universities while **building key transferable skills** in finance, management, leadership, office technology, communication, and business strategy. Note, admissions consulting is a seasonal business primarily driven by client application demand between August – February; the remaining months are dedicated to business strategy development, training, and client outreach.

KEY RESPONSIBILITIES

- Provide office management support including inter-office communication for WTA team
- Monitor CRM tool and website for customer and consultant service delivery
- Oversee billing, accounts receivable, and general accounting
- Support customer communication, acquisition, and service processes
- Assist marketing and business development execution strategy
- Research and produce key admissions related materials for team members

KEY QUALIFICATIONS/REQUIREMENTS

- Minimum 2+ years of office administration experience (general accounting experience preferred)
- Undergraduate degree required
- Comfortable with technology tools for accounting, customer acquisition, and management
- Outstanding time management, communication, and organizational skills
- Self-motivated, action-oriented, and work well under pressure, especially during admissions season
- Excellent interpersonal skills to effectively work with clients and WTA staff
- Passion in U.S. academic consulting and education market
- Work is remote but candidate must be based in Southern California and have a U.S. work permit
- Position is Seasonal: Part-Time up to 30 hours per week (July-August & January-July) and Full-Time up to 40 hours (August - December). Competitive Salary.

APPLICATION INSTRUCTIONS

- Please submit your resume and cover letter outlining how your professional experience is relevant for position, and submit to careers@writetrackadmissions.com
- **Deadline: July 8th, 2018**