



JOB DESCRIPTION | COMPANY MANAGER

COMPANY SUMMARY

Write Track Admissions (WTA) is a global admissions consulting company that has served over **1,000 undergraduate and graduate school applicants** from **40+ countries** since 2008. After **10 years** in business with a **90% track record** in guiding clients to their top choice programs, we are eager to capitalize on our successes and take WTA to the next level!

We are now looking to expand our team of highly motivated, professional, and entrepreneurial self-starters! If you are interested in being part of a battle-tested international enterprise with high upside potential, remote work, and incredibly gratifying results that can change lives than WTA is the place for you!

SUMMARY OF POSITION

The Company Manager is largely responsible for managing the daily operations of WTA, maintaining staff and client satisfaction, and increasing company revenues by ensuring outstanding work product and innovative marketing/business development strategies.

WTA is a seasonal business primarily driven by client application demand between July – February; the remaining months are dedicated to preparation and outreach. Therefore, the Company Manager’s role will need to pivot between the two seasons to ensure consistent annual growth. Based on performance, there are opportunities to grow with the company and earn an ownership stake.

KEY RESPONSIBILITIES (responsibilities in order of time commitments)

- Manage daily operations including finance, legal, IT, PR/Communications
- Co-train Admissions Experts (academic consultants), oversee work product, manage workflow/deadlines with clients, and ensure quality control/customer satisfaction
- Oversee marketing team to ensure effective execution of digital and traditional marketing strategies including online advertising, branding, SEO, video content, marketing collateral, workshops, social media
- Create and manage business development opportunities and partnerships, and follow-up with new client leads in U.S. and internationally
- Supervise content creation and resources for admissions and company growth
- Ensure milestones are on-track and met throughout admissions season
- Report to Company CEO/Founder

KEY QUALIFICATIONS/REQUIREMENTS

- 3-5 years management experience, preferable in start-up/entrepreneurial environment
- Bachelor’s degree required, graduate degree preferred
- Outstanding time management and organizational skills
- Passion and knowledge of U.S. and international education market
- Self-motivated, action-oriented, and work well under pressure
- Excellent interpersonal skills to manage Admissions Experts, clients, partners, and office staff
- Strong interest in growing and taking ownership with organization
- Work is remote but candidates must be based in the U.S. and have U.S. citizenship or work permit

APPLICATION INSTRUCTIONS

- Please submit your **resume** and **cover letter** (in body of email) to careers@writetrackadmissions.com
- Deadline: March 16, 2018