

Business Operations Coordinator – Remote

Job Posting: 2021

SUMMARY:

Workplace Learning System (WLS) is an independent professional development and consulting company dedicated to continuous improvement for organizations in safety, leadership, and quality performance. Our safety culture approach and leadership principles were developed over more than a decade. Our approach, tools and practices have led to several of our client organizations to be honored as America's Safest Companies by EHS Today! We are so proud that WLS efforts help to make the world a safer workplace.

We are growing and looking for an entry level, energetic, and enthusiastic new team member!!

The Business Operations Coordinator will provide remote support to the Workplace Learning System team by applying and developing basic business administration knowledge and skills while also helping to consistently improve all operational systems and processes for the WLS team.

PRIMARY RESPONSIBILITIES:

- Generate and manage client surveys and final reports as well as prepare documentation/presentations for use by WLS Safety Coaches
- Assist with basic accounting tasks such as accounts payable, accounts receivable, and expense reporting
- Collaborate with the WLS team on the design and execution of marketing strategies for all special events, trainings, webinars, etc.
- Assist with the administrative tasks associated with WLS engagements, trainings, and special events
- Manage regular email newsletter creation, distribution, and subscriber database management
- Provide regular website maintenance/management
- Develop and execute an outreach strategy to research/secure future speaking engagements for the WLS senior leadership team
- Generate proposals to clients for new training and development engagements
- Develop and manage client leads contact databases
- Handle initial customer contacts and schedule development calls
- Provide general business administration assistance to the WLS consulting team with a dedication to consistently analyze and improve organizational processes and workflow
- All other duties as assigned

QUALIFICATIONS / EDUCATION / WORK EXPERIENCE

- Energetic and detail-oriented professional eager to tackle new projects and ideas
- Associates degree or equivalent work experience
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) with a curiosity and interest in technology
- Excellent written and verbal communication skills
- Social media savvy and creativity
- Self-directed and able to work without supervision

For more information about WLS, visit our website www.workplacelearningsystem.com