



## WANTED: BUSINESS STRATEGY COORDINATOR

Are you a detail-oriented, forward thinker with strong business operations and marketing skills ready to help drive your team to meet company goals and objectives? Do you have experience managing AR/AP, timekeeping, business development, client support and writing along with other various other aspects of small business? Are you looking for a position with opportunities for career growth?

**We encourage you to join our team!**

Forge is seeking a Business Strategy Coordinator to manage business processes, anticipate requirements, uncover areas for improvement and develop and implement solutions.

**LOCATION:** Morgantown, WV

### JOB RESPONSIBILITIES

- Support the development and execution of Forge's mission
- All aspects of business operations, marketing and executive admin functions
- Accounts Receivable – Client invoice generation
- Accounts Payable – Expense tracking and bill payment
- Manage time keeping system (SpringAhead) and coordinate with payroll company
- Client management and support
- Business Development
- Support team by performing tasks related to organization through strong communication and interpersonal skills
- Write, edit and develop proposals, engagement letters, business plans, marketing plans, training modules, and other various documents.
- SharePoint structure and file management
- Management of all business systems and tools including subscriptions, users and maintenance.
- Coordinate with accounting team to manage QuickBooks
- Human Resource Functions including, on-boarding/off-boarding, new employee orientation,
- Manage business registrations, renewals and applicable taxes

### MARKETING

- Create digital content for Forge's social media platforms and website
- Execute Forge's social media strategy, develop social media analytics reports, adjust tactics as needed, and identify new approaches for Forge to enhance its social media presence
- Collaborate with Forge's team to develop and update marketing materials
- Assist with company external communication efforts by drafting press releases and maintaining targeted media lists
- Provide administrative and communications support to the President & CEO and Forge's team as needed
- Social Media, podcasts, webinars, printed materials, research reports, creative output

### ADMINISTRATIVE

- Coordinate with CEO and president to assist in various executive admin responsibilities
- Provide administrative support to ensure efficient operation of office
- Calendar management
- Client communication and support
- Event registration and awareness
- Transcribe / distribute meeting notes and create meeting agendas
- Compile and organize information
- Maintain supplies inventory by checking stock to determine inventory level, anticipate needed supplies, place and expedite orders for supplies



## **PREFERRED QUALITIES AND JOB REQUIREMENTS:**

- Education: Bachelor's degree in business or integrated marketing and communications
- 3-5 Year's experience in business, marketing or related discipline
- Manage and lead projects with minimal oversight
- Strong verbal and written communication skills
- Compose well-written documents and presentations
- Manage and complete multiple tasks with varying deadlines
- Strategic and analytical presentation and problem-solving skills
- Strong skills in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, project management software, and Adobe Acrobat
- Exercise customer-friendly, interpersonal skills to work with internal and external customers and team; communicate with diplomacy
- Work directly with client and project counterparts to ensure high-quality project delivery
- Willing to travel on occasion
- Some experience or working knowledge of government contracting
- Eager to grow with the organization
- Leadership and teamwork capabilities
- Ability to effectively articulate technical challenges and solutions
- Must have strong experience with the following software:
  - QuickBooks Online
  - SpringAhead (or similar timekeeping system)
  - Microsoft Office Suite (Word, Excel and PowerPoint)
  - GoDaddy
  - Bill.com
  - SharePoint
- Working knowledge of graphic design software: Canva, Adobe InDesign, Adobe Photoshop, etc.

**IF YOU THINK YOU ARE A GREAT FIT FOR THE POSITION, APPLY TODAY!**

**To apply, email your resume and cover letter to [calexander@forgebz.com](mailto:calexander@forgebz.com) with the subject line: Business Development Strategist Application.**

If you have any questions or concerns, please email us at [calexander@forgebz.com](mailto:calexander@forgebz.com) or call [304-777-2248](tel:304-777-2248).

For more information about Forge, visit [forgebz.com](http://forgebz.com).

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