



Experienced Administrative Assistant Role – February 2020

Join an innovative education and business team that includes Vista360, LLC, our financial services company, and Bloom360 Learning Community, a small, private school we founded and support. In this unique administrative role, you will assist both teams with your strong office management and organizational skills. A high degree of knowledge of Microsoft Office products is a must, as well as a detailed focus on keeping projects, calendars and event details updated and on track. We believe in a shared vision and in working together to achieve goals. Our team is strengths-based and we share in quarterly team-wide professional development opportunities.

This role requires:

- A minimum of three years of experience providing executive-level administrative support
- Someone who is well organized, and detail oriented
- A go-getter with a high level of initiative and the ability to work independently with minimal direct supervision and make smart, timely decisions and exercise independent judgment
- Balance. Someone who is flexible and able to manage multiple simultaneous priorities
- A curious learner with a strong work ethic. Able to take on tasks or projects outside comfort zone.
- A team player who enjoys collaboration and can incorporate feedback from multiple colleagues into project plans and documents
- Kindness. As a business that is co-located with a school, our employees are role models for the Learners
- A high level of professionalism, confidentiality and discretion, with a professional demeanor
- Excellent written and verbal communication skills
- Working knowledge of use of computers and other office equipment, like printers and fax machines
- Microsoft Office proficiency, particularly PowerPoint, Word and Excel
- Experience using, filtering and maintaining data and information in a customer relationship management (CRM) system
- Experience utilizing social media platforms is a plus

Compensation is commensurate with experience.

This is a full-time, year round position based in East Troy, WI. For more information about Vista360, LLC, visit: www.vista360llc.com. For more information about Bloom360 Learning Community, visit: www.bloom360.org

To apply, please send your resume along with a personal statement or cover letter that describes your interests, strengths and skills that would be a good fit for this unique position. Send resume and other materials to Patrick Braun at: pbraun@vista360llc.com

Vista360, LLC and Bloom360 Learning Community are Equal Opportunity Employers. Recruiters need not reply.