



Administrative Assistant (Full-time in Office 30+ hr/wk)

Are you ready to join a supportive team that values collaboration? Want to work for a company that delivers exceptional results for remarkable clients with efficiency and timeliness?

Michael and Kathryn Redman are the faith-based founders of Half a Bubble Out, a thriving marketing and business consulting firm. Their faith influences their philosophy, core values, and business decisions. Over the past 22 years, they've built two 7-figure companies, published the #1 bestselling book, *Fulfilled*, and been featured in *Entrepreneur* and *Forbes*. With over two decades of creative marketing experience, they help leaders across various industries grow their companies.

We're looking for a professional, warm, organized, and detail-oriented Administrative Assistant to join our team and support Michael and Kathryn.

Your role will include managing their emails and calendar, scheduling, following up on tasks, assisting clients with inquiries, troubleshooting, handling basic bookkeeping, and managing internal communications. You'll always aim to stay one step ahead, keeping our founders on track, organized, and successful.

Role Snapshot

Imagine this: You consistently get to work on time (unless of course the line at the local coffee shop is abnormally long and inefficient on occasion), assessing your to-do list alongside Kathryn's, and prioritizing tasks for the day. You confidently prepare for meetings and adjust seamlessly when schedules change. You set up a print job for client-requested business cards, check in with Michael and Kathryn to assist with tasks, and ensure both are prepared for upcoming meetings.

Later, as you are updating the project management tasks for a client's new website project, the phone rings and you answer a client's call to schedule a meeting. You follow up on calendar appointments and complete your updates just in time for an internal marketing strategy meeting, where you learn new skills. You pop back into Kathryn's office and gently remind her that you are here to help and when she responds with "No, that's okay I've got this" you remind her of her commitment to delegate and let things go. You leave her office with an action item to research media outlets for promoting client content.

You end the day feeling accomplished, having crossed off tasks, add new ones and contributed to the success of the team. If it's Friday, you end the last hour of the day at what we call, Wrap, enjoying a beverage and snacks with co-workers, as you laugh, tell stories and enjoy your co-workers as we put a bow on the week, even though an admin assistant's work is never done.

We're looking for someone who is:

- Passionate, authentic, helpful, and kind—making others feel valued
- Easygoing with a sense of humor and approachable demeanor
- Excellent at client service, communication, and problem-solving
- Proactive, with strong decision-making and follow-through skills
- Tech-savvy and quick to learn new tools and troubleshoot issues
- Comfortable with spreadsheets and basic project management
- Can keep Michael and Kathryn on track with meetings, podcast recordings, and day to day tasks.

Tools You'll Use:

- Microsoft Office Suite
- Google Suite
- HubSpot (or similar CRM)
- Sage (or similar accounting software)
- WordPress (basic skills)
- Slack
- Monday.com (project management)
- Canva

What You'll Learn Over the Next 2-3 Years:

- Manage agendas and minutes for client meetings
- Communicate with sub-contractors on client projects
- Handle design assets and manage print process for a variety of projects
- Assist with client project management and move them forward
- Learn the marketing systems we use at Half a Bubble Out
- Gain knowledge and skills in both digital and traditional marketing

Requirements

You don't need to speak Latin or know quantum physics, but drama queens, whiners, goobers, excuse-makers, riff-raff, smarty pants, Disney-haters, and over-thinkers (we already have one of those!) need not apply.

- Minimum 5-years work experience, preferably relating to office management, marketing or communications
- College degree preferred
- Competent in Microsoft Office Suite
- General administrative skills (ability to navigate office phone systems, screen calls, greet clients and visitors, communicate with sub-contractors and vendors, schedule appointments, etc.)
- Comfortable and good with technology, not afraid of learning new technology/software
- Digitally savvy, familiar with working online
- Knowledge of content management systems a plus
- Marketing, communications, or hospitality experience a plus

What We Offer

- An amazing team atmosphere to work and grow in.
- Cutting-edge training in software, marketing tools, and strategies.
- Clients you'll enjoy working with, helping their businesses thrive.
- A fantastic work location in Chico, one of the coolest communities.
- Face-to-face creative collaboration with your colleagues
- Lively office space, your own desk area, and [Bonus] stress-free parking.
- Unlimited Peanut M&M's (or alternatives if you have allergies).
- Encouragement for curiosity and question asking.
- Amazing bosses, awesome coworkers, and an authentic work culture.

If you really want to get to know us and the way we look at business, listen to our podcast at HaBOVillage.com or on iTunes. In particular, we recommend you check out *Episode 64: Defining Passion & Provision for your Business* to hear a high-level overview of what we believe.

Compensation

- Salary starting at \$20/hour, based on experience.
- Health benefit options including medical, dental, vision and HSA plans.
- Life insurance and disability insurance.
- Paid sick time, vacation time and an additional 9 paid office holidays throughout the year.

How to Apply

If you're up for the challenge, impress us. Share your story, not just a dull resume. Tell us who you are, what you've done, why you did it, and what you loved (or disliked). Send your narrative along with a resume to careers@halfabubbleout.com.

And here's the deal: If you didn't read this posting thoroughly, we won't read your story either. So, make sure to include #ChaosCoordinator in the subject line of your email.

At Half a Bubble Out, we're all about doing great work, enjoying a fun workplace, and helping businesses succeed. Plus, we value attention to detail and a good sense of humor. But hey, you're reading this job description, right? So, kudos to you!

No one here ever says, "That's not my job." We're eager to help each other, and we're excited to provide you with opportunities to learn, grow, and make a meaningful contribution. Are you up for the challenge?