



**SEGAL COACHING LLC**

OFFICE MANAGER (CONSULTANT)

Segal Coaching LLC (“we” or “SC”) is a small business with a high standard of excellence.

Since 2015, Anne Marie Segal has leveraged her talents as an executive coach, author, professional resume writer and former practicing attorney and built a premier set of offerings to support and partner with executives and board candidates, including General Counsel.

More recently, our team is growing, and we are now searching for a highly skilled individual to support certain administrative, client contact and other office functions. This would be a virtual, independent contractor role averaging 6-10 hours per week (with an option for occasional in-person meetings if desired). We operate virtually for the vast majority of our business, with an office in Stamford, CT.

Scope & Duties

Under the guidance of Ms. Segal, the Office Manager will:

- Interact with high-level speakers and clients, the majority of whom are executives and many of whom are also (or were trained as) attorneys
- Calendar client, group coaching, presentations and other meetings
- Collect contract signatures on the DocuSign platform
- Book occasional business travel and create associated itineraries
- Generate, send and keep track of client information on invoices
- Circulate client satisfaction surveys
- Make occasional document revisions (in clean and tracked changes formats)
- Conduct light research as needed to further business objectives
- Occasionally co-host group coaching sessions, webinars or workshops via Zoom
- Work collaboratively with and take direction from coaches and writers associated with SC
- If proficient in Spanish, support Spanish-language presentations and programming
- Complete related tasks as agreed

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Six Landmark Square, 4<sup>th</sup> Floor, Stamford, CT 06901, USA

## Requirements

The Office Manager should possess the following or demonstrate a quick learning curve to rise to the expectations of this role:

- High integrity and emotional intelligence
- Ability to build strong relationships with a variety of stakeholders across cultures
- Experience as an office manager, executive assistant, administrative assistant or paralegal
- High level of care and attention to detail, including managing resources efficiently and checking work for accuracy and completeness
- Utmost discretion (as our client information is highly confidential)
- Experience supporting and communicating with executives
- Genuine passion for helping people improve their lives and careers
- Commitment to increasing diversity at all levels of the workplace (including at the top)
- Self-motivation and self-discipline, with the ability to work decisively and with autonomy, meet deadlines and manage competing priorities
- Appreciation for people who take seriously but not too seriously the arguments in favor of and against the Oxford comma
- Sense of humor
- Familiarity with one or more of the following: DocuSign, PayPal, YouCanBookMe, Adobe Acrobat, LinkedIn and Microsoft Excel
- Bilingual (English/Spanish) a plus but not required

SC seeks a self-motivated individual who appreciates that every interaction is an opportunity to make (or break) a lasting impression and positive impact. The need for candor, diplomacy and confidentiality is equally paramount, as the Office Manager will be a point of contact for many of our clients and speakers.

If you believe you are qualified and interested in being considered for this opportunity, please send your resume (with a link to your LinkedIn profile) and cover letter describing your qualifications no later than **Friday, April 14, 2023** via email to [team@segalcoaching.com](mailto:team@segalcoaching.com). Please note that submissions will be reviewed on an ongoing basis, so you are encouraged to apply before this deadline. Diverse candidates are encouraged to apply.

Only short-listed candidates will be contacted for an interview, although we will attempt to respond to all applicants within 2-4 weeks of their indication of interest.

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