



## Office Manager and Contracts Administrator

### About Mobile TV Group

Mobile TV Group is a leading national provider of mobile television production units for major sporting and entertainment broadcasts. Based in Denver, CO, it has mobile units throughout the U.S. serving clients including Fox Sports, ESPN, CBS and other networks. In business since 1994, it enjoys an outstanding reputation for its technological achievements and the highest standards of service.

### Job Overview

This position (1) provides executive support; (2) administrates the contracts with all the networks and other clients; and (3) manages the company's 34,000 sq. ft. office; This position provides quality customer service with the highest degree of confidentiality, sense of urgency, good judgment and tact to the team, clients, customers, staff and vendors. This visible position directly assists, supports and represents the senior leadership team in an ever-changing, fast-paced environment.

This is a key position in the administration of the company which includes collaboration with senior staff and participation in confidential executive matters. The company is seeking a highly motivated individual with the highest ethical standards who is open to a very challenging and interesting job.

### General Duties/Responsibilities

#### Executive Assistant/Office Manager

- Coordinate all logistics associated with weekly senior staff meeting, company-wide and other meetings (annual meeting, demos/shoot outs, and other special meetings).
- Provide administrative support for the two senior company executives.
- Manages the company headquarters office.
- General administrative duties including office "gate keeper", answering company phones and office vendor relations.

#### Contract Management

- Maintain and review company contracts.
- Document all contract renewal comparisons.

### Required Qualifications

- A minimum of 7 years of progressively responsible experience with contracts.
- Expert in MS Word, Excel, and Outlook (or Google mail).

- Extremely strong verbal, written and interpersonal skills with the ability to interface with all levels of management, staff and customers.
- Excellent attention to detail and proficient in editing for grammar, spelling, style and format.
- Ability to set administrative priorities with minimal direction.
- Demonstrated success working in a team environment as well as taking the initiative to work independently.
- Professional demeanor and appearance.

#### **Preferred Qualifications**

- Resourcefulness and adaptability.
- Strong collaboration skills.
- Poise and focus under pressure.
- Ability to inspire confidence to work independently and support business objectives.
- Proficient with Google driven and the Google Suite.
- Notary Public.
- Paralegal background.

#### **Compensation and benefits:**

The company provides competitive compensation and a full benefits package.

Learn more at: [mobiletvgroup.com](http://mobiletvgroup.com)

Apply at: <https://forms.gle/MTAqLmspUEEoTFkx5>

Email Tammy Schaaf with further questions at: [tschaaf@mobiletvgroup.com](mailto:tschaaf@mobiletvgroup.com)