

Available Immediately

Looking for 30 qualified people, preferably with military backgrounds to learn and teach new staff how to accomplish the day to day responsibilities in various administrative departments?

General Information

Job Title: Executive Administrative Management

Capacity: Independent Contractor

Duration: Full-time, 3 years

Job Description:

Sheila V. & Associates, LLC, is a **management consulting** firm for **network marketers** that provides support for **an affiliate partner program of buyers and sellers within an online shopping plaza**. All positions will collaborate to develop all departments and process new clients to include preparing standard operating procedures for each subordinate position, hiring and training **new staff for long term employment**.

This job demands highly organized individuals who are experts at multi-tasking and able to work well in demanding environments. Must have excellent computer skills and be proficient in MS Word, PowerPoint, Outlook and Excel. Applicants must have excellent attention to detail and strong oral and written communication skills.

Main Duties & Responsibilities:

Assess and evaluate our processes and technologies for risks and suggest solutions.

Determine and manage the interdependencies of all projects and streams of work.

Execute tasks in a timely manner and according to a project work plan you will help to create.

Interface with other teams on cross-functional team projects. Follow through on issues and open items in all departments.

Have the ability to quickly learn new topics, identify and focus on key business concerns.

Run project meetings and govern forums efficiently and effectively

Evaluate the needs of person(s) to maintain developed positions.

Conduct staff training on newly developed and modified procedures.

Apply knowledge to automate processes as needed.

Work Experience Preferred, not required

Prior Service Military Experience

5+ years of developing and implementing process and system improvement solutions

Business Development and/or Administration

2-3 years of training and/or consulting experience

2-3 years of project management experience (demonstrated project management and organizational skills: ability to plan, execute, and manage projects utilizing project management practices)

Technical/Business Skills and Knowledge

Basic to good knowledge of project management discipline and fundamentals

Ability to be proactive in identifying the need for changes and improvements in the process or systems **Proficient use of Microsoft Office suite, including Visio and Microsoft Project.**

Able to perform in high-pressure environment, multitask on one and work on multiple projects at the same time
 Strong attention to detail, highly analytical and creative; able to document information accurately and succinctly
 Excellent team player (displays enthusiasm, confidence & commitment) with strong communication ability (verbal & written)
 Ability to work independently yet still have a detailed understanding of how network marketing companies work.

Sheila V. & Associates, LLC (SV&A)

(Based Manhattan – Training Manhattan)

Network Marketing and Matrix Management Consultancy

Travel Req'd	TITLE	POSITION(S)	RESPONSIBILITIES	PREFERENCES Not required	SALARY Beginning
<input checked="" type="checkbox"/>	Personal Assistant to SV	Autonomous	Coordinate all personal and business affairs	Multi-Lingual Age Mature Previously possessed secret or above clearance	\$90k
<input checked="" type="checkbox"/>	SV& A Executive Asst.	Direct support to PA	Business Management – 2 nd position Schedule Presentations Coordinate Exec Travel Quality Control for Client Services	Bi-lingual Spanish Real Estate License Previously possessed secret or above clearance	\$80k
<input checked="" type="checkbox"/>	SV&A Director of Operations	Direct support to EA	Business Management – 3 rd position Coordinate schedule w/UN Ambassadors Liaison All Dept. All Companies	Bi-lingual Previously possessed secret or above clearance	\$75k
<input checked="" type="checkbox"/>	Asst. Director of Ops	Direct support to DoOps Back-up support to all business managers	Business Management – 4 th position Manage Family Affairs & Special Events (Birthdays, Anniversaries, Holidays, etc.) Schedule and Coordinate All Events (Personal & Corp.)	Bi-lingual Previously possessed secret or above clearance	\$70k
	Director of Client Services	Reports to DoOps	Ensures compliance and verification of all new and existing clients via Delavo and designated company emails. Liaison between off-site client service call center and client service managers	Customer service related background	\$65k
	Affiliate Services Support	Reports to DoOps	Monitor submissions, qualify & prepare reports (vet) submissions – schedule weekly meetings – correspond outcome to clients. Qualify & process all affiliate partner requests, payments, and placements.		\$40

The Marketplace at SV&A (TMktP)

Affiliate Partner Program / Online Shopping Plaza

(Based Costa Rica – Training Manhattan)

Travel Req'd	TITLE	POSITION(S)	RESPONSIBILITIES	PREFERENCES Not required	SALARY Beginning
	TMktP COO	Reports Directly to SV	Management of all departments: Business Development Supervise Promotional IT Department	Multi-Lingual Age Mature Previously possessed secret or above clearance	\$85k
	Product Submission/Ad Compliance	Business Development Department	Review / Verify / Process	Bi-lingual Spanish	\$45k
	Domestic & Int'l Trade Compliance	Business Development Department /Legal	Know laws for every country in which TMktP has a member	Multi-lingual	\$45k
	Cost Compliance & Shipping	Business Development Department	Cost analysis and shipping costs for every product downloaded and/shipped	Bi-lingual Knowledge of shipping or import / export	\$45k
	TMktP Page Development & Link Support	Promotional Department	Create page promoting each product and service to be presented in TMktP	Knowledge of graphic and web design	\$40k
	External Site Page Development	Promotional Department	Extra cost to develop individual websites for members Designers may elicit support of SV&A programmers	Knowledge of graphic and web development	\$37k
	Market Research & SEO	Promotional Department	Obtain industry knowledge of product or service being promoted, advance and maintain ranking and SEO	Knowledge of internet ranking and SEO	\$37k
	TMktP In-Processing Supervisors	IT Department	Position all members within TMktP using rule of 1,000; manage back office	Experience in high volume keystroke data entry	\$42.5k- \$45k
	External Affiliate Associate Service Support	IT Department	Coordinate IT and web page support with IT of external affiliate site.	Knowledge of graphic and web design	\$40k

The SVM Global Freedom Fund

(Based Manhattan – Training Manhattan)

Charitable Foundation Funding Program Participants to become Clients of SV&A

SVM ReDesign Your Life America

(Based St. Thomas, USVI – Tng Manhattan)

Non-Profit to Convert Abandoned Military Bases into Places to End Poverty and Homelessness