

CCG Office Manager

If you believe that work and laughter should come in equal measure, and you think khaki shorts make better career wear than a three-piece suit, then you just might be our kind of person.

Customer Communications Group is a customer relationship marketing agency focused on loyalty, retention and direct marketing using electronic and print channels. We get goose bumps over talented, driven individuals who enjoy pushing themselves to new heights of excellence — and who can reach out to help their colleagues get there, too.

Our busy office is looking for a reliable, well-organized office manager to help with the following traffic and operations tasks:

- Responsible for the scheduling and delegation of work throughout the agency including:
 - Initiates new projects, develops project schedules and assigns tasks to appropriate team members.
 - Coordinates movement of all projects throughout the agency.
 - Leads daily traffic meetings to ensure all projects are on time and all team members are on top of their tasks
 - Oversees quality control in conjunction with creative department and production manager.
- Responsible for the management and maintenance of our customer management software program Workamajig.
- Responsible for coordination with CCG's IT vendor and management of equipment and resources including evaluating current and future needs.
- Responsible for ensuring that CCG's IT and data security policies are maintained and enforced. Also, make certain that CCG remains current with all required IT and data security policies relevant to industry standards.
- Maintain records of all systems and logins (internal, external and client).

We offer competitive compensation packages, including profit sharing. And when we achieve our "stretch goals," the whole agency takes off on a team-building trip to exciting destinations like Mexico, Jamaica and the Dominican Republic!

Contact: jobs@customer.com with your resume and salary range.