



WANTED: JUNIOR ASSOCIATE

ABOUT NOVUS ORTUS

NOVUS CONSULTING, LLC (NOC) is a start-up company headed by a group of young, dynamic, versatile entrepreneurs and operates in Atlanta, GA. NOC is now launching its Business Internship Program with FIVE core areas: Business Administration, Sports Management, Education, Non-Profit Management and Hospitality Management.



Novus Ortus serves a small, exclusive group of clients where personal attention is key! Among its major clients, NOC counts organizations that carry out their business in the fields of non-profit management, education, social work, Olympic sports development, and much more!



JOB DESCRIPTION

Primary job responsibility will be to perform clerical, administrative, and general office duties involving word processing, Excel, typing, record and file maintenance, payroll, and telephone reception. Must have excellent Microsoft office skills to multi task efficiently.

- Keep active listing of all consultants and client personnel, and data entry of payroll.
- Establish, develop, maintain and/or update filing system for assigned accounts.
- Respond to customer calls when necessary. Such activity may include notifying clients or external parties, or personally handling the call.
- Completing regional office reporting requirements, will require Microsoft Word, Excel and Power point skills.
- Will handle the call in scheduling appointments and meetings.
- Type and design general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- May work independently and/or within a team on special nonrecurring and ongoing projects.
- Schedule and organize NO Executive Team daily and weekly activities, such as, but not limited to, meetings, travel itineraries, employee meetings, customer meetings etc..
- Complete and/or Review weekly Employees Work Schedules.
- A criminal background check, results of which are not necessarily a bar to employment and a drug screen may be required.



POSITION BENEFITS

- ✓ Priceless Experience in Business, Sports and Education
- ✓ Networking with Leaders in key local markets
- ✓ College Scholarships Available
- ✓ Easy-to-reach cash incentives
- ✓ On-the-job training for Microsoft Office, Web Design Products and QuickBooks

EDUCATION / EXPERIENCE

- ✓ No work experience required.
- ✓ Priority given to individuals currently enrolled in a 2 or 4-year college/university.
- ✓ For college students, a minimum GPA of 2.7 is required; high school graduates considered on a case-by-case basis.
- ✓ Resume and college transcript (where applicable) will be requested.



LEARN MORE AT:

www.novusortusatlanta.com/junior-associate



THE NOVUS ORTUS JUNIOR ASSOCIATE

WWW.NOVUSORTUSATLANTA.COM/JUNIOR-ASSOCIATE

SKILL SET BY AREA

Our Junior and Senior Associates will be proficiently trained to carry out the major tasks in our FIVE Core Areas below:

AREA 1. BUSINESS ADMINISTRATION

- ✓ Assist Management in the pursuit of new business and preparation of legal paperwork.
- ✓ Collect and catalog receipts and correspondence from Executives.
- ✓ Prepare advertising/marketing media.
- ✓ Assist the General Manager in the design and maintenance of client websites.
- ✓ Write letters/reports either by following an outline or by dictation.
- ✓ Develop strategies for new business partners.



AREA 2. SPORTS MANAGEMENT

- ✓ Initiate contact with Athletic Directors' Offices at various schools across the USA.
- ✓ Assist in drafting funding plans or event outlines.
- ✓ Meet with coaches, athletes, and VIPs.
- ✓ Run errands in the Metro and Greater Atlanta Areas as needed.
- ✓ Manage the schedule of all teams.
- ✓ Secure equipment and/or other assets needed for various programs.
- ✓ Update team websites as needed.

AREA 3. EDUCATION

- ✓ Prepare work plans for students being tutored.
- ✓ Coordinate scheduling and communications between teachers, tutors, parents, and third-party agencies.
- ✓ Collect and catalog receipts.
- ✓ Prepare invoices (Accounts Payable & Receivable).
- ✓ Type reports and letters.
- ✓ Recruit new teachers.
- ✓ Assist the General Manager in preparing contracts.

AREA 4. HOSPITALITY MANAGEMENT

- ✓ Manage the General Manager's and/or clients' personal schedule.
- ✓ Assist the General Manager with small organizational tasks in the office.
- ✓ Follow up with potential partners on previously submitted proposals.
- ✓ Discuss business items with clients and/or client customers over the phone.
- ✓ Moderate ongoing negotiations between NOC Management and new partners.
- ✓ Discuss corporate strategies with future partners over the phone or in a social setting.
- ✓ Coordinate and sometimes attend dinner meetings with NOC partners and advisers.
- ✓ Run short errands, as deemed necessary.
- ✓ Maintain goodwill between Novus Ortus, its General Manager and ties in the community.



AREA 5. NON-PROFIT MANAGEMENT

- ✓ Arrange conference call meetings for the Board of Directors / Executive Committee.
- ✓ Write and post organizational minutes.
- ✓ Write short press releases.
- ✓ Draw a budget sheet for organization proposals.
- ✓ Follow up on Board/Resource Development leads.
- ✓ Prepare venues and host social events for the organization.
- ✓ Draft Executive Committee proposals.