



WORTHINGTON PR & STORY

## **Operations Administrator – Worthington PR & Story**

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### **Overview**

We are looking for an Operations Administrator to join our team!

Worthington PR & Story is a growing communications, PR and marketing agency based in Calgary.

We embrace our core values, which include serving as trusted advisors, doing inspiring work, providing creative ideas and solutions and embracing a collaborative culture.

Ready to take the plunge on a great opportunity to expand your skills and build your career in a meaningful and exciting way?

### **Role Description:**

You will be a key part of our friendly agency team, working to be part of the glue that keeps the agency running smoothly from an operations perspective, while also playing a role in the growth of the team and business.

You will have a chance to flex a variety of skills you already possess including administrative duties, marketing support, budgeting, writing, project management and proposal development. You thrive in a fun, friendly, professional and fast-paced environment.

The successful applicant can multitask, manage up and down, prioritize tasks and be results-driven. We welcome someone with exceptional organizational skills, is trustworthy, has a creative mindset and a strong work ethic.

We pride ourselves on providing excellent client service, being trusted team players, supporting each other, learning, working hard and celebrating our wins.

We offer a hybrid work environment, competitive salary, health benefits for full-time employees, performance bonuses, paid personal days and other workplace perks.

This role will start at 20 hours per week. (0.5 Salary)

### **Role Accountabilities:**

- General workplace organization, administrative duties and processes to help maintain a best-in-class environment
- Basic budget management for the office
- Manage recurring expenses for the office and month-end financial support
- Support new business development
- Contract and agreement management
- Manage vacation time, team professional development and agency events
- Manage inbound and outbound invoices
- Agency vendor management and support
- Support work with new business leads and meeting management
- Project coordination duties



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- Executive assistant duties to the agency president
- Manage agency website and marketing coordination
- Support agency partnerships and growth opportunities
- Support staff onboarding and general HR support
- Client appreciation opportunities and projects
- Basic design skills

### **Qualifications:**

- The ideal candidate has a Bachelor's Degree or Diploma in Marketing, Administration or Project Management or equivalent experience.
- Minimum 3-5 years of work experience in your field. Agency experience is an asset.
- Strong experience with Microsoft Word, Excel, Wordpress, Social Media Management.
- References provided upon request.
- Must be legally entitled to work in Canada.
- Must be able to commute to Calgary office (we do offer a hybrid work environment).

### **About Worthington PR & Story**

Founded in 2018, Worthington PR & Story has quickly grown into a well-established and highly respected PR and communications agency. WPRS provides strategy, writing, public relations, social media, communications, events and marketing expertise to retail, consumer, tourism, financial, tech and real estate brands. Worthington PR & Story is also home to Noble Arrow, a unique agency that provides communications strategies and training to meaningful charities and community changemakers. [www.worthingtonpr.com](http://www.worthingtonpr.com)

### **Apply:**

Please submit your resume and cover letter to Rachel Redmond at [rredmond@worthingtonpr.com](mailto:rredmond@worthingtonpr.com) with "Operations Administrator Job Application" in the subject line.

Apply quickly as this job will close on October 25 or as soon as a suitable applicant is selected.