



**Business Operations Assistant with the DCL Management Group**  
**Contract / Part Time (15-20 hours a week)**

**DCL Management Group** pairs professional experience, with a targeted approach, to elevate your business to next-level success. Engaging with a tailored strategy, we use best practices gained from our successes in project management, business operations, brand development, financial management, event coordination, personnel support, and administrative services. DCL engineers a comprehensive solution that compliments your vision by providing exceptional support every step of the way. Whatever stage your business is in, DCL is the strategic partner you want on your team to accelerate your business forward.

**Description:** This is an entry-level, part-time position for an enthusiastic individual who is interested in working with small businesses and nonprofits by supporting their core functions and business operations. You will provide business support to the president of the DCL Management Group and its clients in the areas of marketing, operations, administrative tasks, human resources, event planning, project and program management. There will also be special interest research projects assigned to help identify solutions and processes to provide business efficiencies for the DCL Management Group and its clients.

The ideal candidate will be a reliable, hard-working, detailed oriented and determined individual exhibiting a professional attitude, who is able to undertake a variety of business support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating continuous business process improvements.

**Skills and Experience:**

- Excellent Verbal and Written Communication Skills
- Detailed Orientated
- Works Well Independently as well as a Team Member
- Self Starter and Creates Solutions when Barriers are Present
- Problem Solves Utilizing Resources Effectively
- Effectively Plan and Prioritize Deliverables
- Project and Program Management Experience
- Experienced with and Capable of Exploring and Learning New Tools and Applications to Create Efficiencies
- Ability to Multitask in Changing Environments
- Proficient in using Microsoft Office Software Applications

**Job Position Parameters:**

Flexible Hours and Work From Home Opportunities  
Compensation is Competitive  
Hybrid Work Environment (Virtual and In-Office)  
COVID-19 Vaccination Recommended  
Contract Position

If you are interested, please submit your resume and cover letter along with two references to Joy Webb at [jwebb@dclmanagementgroup.com](mailto:jwebb@dclmanagementgroup.com) for consideration.