

THE UNSTOPPABLE ENTREPRENEUR

PROJECT MANAGER, Accountability Division THE UNSTOPPABLE ENTREPRENEUR LLC

The Unstoppable Entrepreneur is seeking to add its next superstar to our rapidly growing team! This individual will work directly to assist the VP of Development with day to day project management and implementation of project goals. This person will be the right hand to the Vice President of Development, managing both details and people. The Project Manager should be able to win the respect of a large, highly producing team, while managing details, metrics, and various forms of technology.

This position is a full-time role and perfect for an individual who has a background in business, is tech-savvy, detail-oriented, and fully understands how to break down big picture goals into specific metrics and daily deliverables. Our team works hard, but is supportive, encouraging and focused on our goals. If you are looking to be a part of an organization that dreams big and makes things happen, look no further.

This person is an excellent communicator in both writing and on video, can easily slip into an incredibly high-paced environment and has a previous record of success hitting daily metrics, commanding a room, and handling large amounts of details.

Overview:

Identifies systems and operational needs for efficiency within the division and with all cross-division collaboration.

Initiates and plans projects and developments systems to address those needs.

Designs, assigns, monitors and controls the execution of all projects and systems.

Provides daily and weekly follow up and status to leaders and ensures project completion on deadline.

Provides technical support to leaders and team.

Responsibilities Include:

- Daily and weekly metrics analysis and reporting to leadership and team (excel and other databases)
- Uses excel for data and metrics collection, calculation and analysis.
- Audit data in our existing client data system to ensure all client info is up to date and maintained by team members.
- Run daily, weekly and monthly reports from our existing client database.

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- Identifies, sets up and trains team on project management systems and software used to ensure efficient internal and external communication for team to team and team to client.
- Manages division meeting and training calendar.
- Coordinates and executes onboarding process of new hires, manages training calendar and schedules training sessions.
- Assists leaders with the client onboarding process and corresponding data entry.
- Manages all client gratitude campaigns.
- Provide executive and administrative support to the VP
- Monitor and respond to incoming communications to VP's office including phone calls, emails and ensuring correct department distribution
- Managing details for meetings when required by the VP, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post-meeting

*This position requires exceptional attention to detail, adeptness with multitasking, computer literacy and proficiency with word processing, spreadsheets, and presentation software.

If you are ready to work on a team of all stars, passionate about changing lives, please send your resume and submission video to recruiting@unstoppableentrepreneur.com

*Please record and send us an Introductory VIDEO of yourself. Video files, YouTube links or Vimeo links will be accepted. The video should be brief/under five minutes and should include the following:

- (1) What interests you about the Project Management role and responsibilities.
- (2) Traits or skills you have that are in accordance with the role.
- (3) Challenges you think may accompany the role.
- (4) Please share anything else you would like us to know about you.

About Kelly Roach, CEO

Kelly Roach is a highly sought after business growth strategist who helps small business owners and entrepreneurs add six and seven figures to their bottom line. She is the host of the top rated podcast Unstoppable Success Radio and an International best-selling author.

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Before launching her own international consulting firm, Kelly was a Fortune 500 Executive where she was promoted 7 times in 8 years. Kelly's expertise in working with organizations lies in helping drive innovation, leadership development, sales strategy and profitable growth.

She has been featured in *Inc*, *Forbes*, *Bloomberg Businessweek*, *Entrepreneur On Fire*, *ABC, Good Day*, *NBC*, *The CW*, *The Jill Kargman Show*, and hundreds of podcasts. Learn more at www.unstoppableentrepreneur.com

Kelly is also the co-founder of Give Her Courage, a movement to instill courage and confidence in young girls all around the world. You can find out more about the Give Her Courage movement on Instagram @givehercourage or on their website at www.givehercourage