



**Office/Events Coordinator**

**Function: Administrative**

**Location: Los Feliz/Silverlake**

**Employment Type: Contracted Full Time**

**Pay: \$15-20/hr depending on experience**

Episencial is currently looking for bright, energetic Office/Events Coordinator candidates to work Monday-Friday 9-5 PM with some flexibility, occasional weekend work may be required.

This position is responsible for the organization and management of office operations for the Los Angeles office. They will work closely with the Operations Manager, Brand Marketing Manager, Events Administrator, and Accounting department to facilitate organizational effectiveness and efficiency. With a small team in place, the role if you have great communication skills, are organized, and thrive on attention to detail, then this a great way to join a hard working team and the world of consumer products.

**ABOUT THE COMPANY**

We are an all natural, socially conscious baby skincare company working to support and serve families and the community with effective, environmentally friendly skincare products that are good for babies, kids and the planet. We value our work, each other, and our ability to impact the world in a very conscious and positive way. Please visit us at [www.episencial.com](http://www.episencial.com)

**PRIMARY RESPONSIBILITIES include, but not limited to:**

**Account support**

- Quickbooks order entries
- Execute and maintain account paperwork/files
- Follow up on invoices/payment
- Management of retailer contact lists

**Company support**

- Upkeep of filing: onboarding documents, maintenance, weekly filing
- Build and maintain company files (electronic and paper) – keep up to date with correct contact information

**Event coordination**

- Be point person for company events – from registration/paperwork/payment to accounting/set-up through tear down (when local)
- Work with Events Administrator to flawlessly and effectively execute events.

**Office support**

- Organize and maintain office inventory and supplies
- Manage all office relations: phones, mail, etc.

**CEO support (as needed)**

- Calendar/travel arrangements/correspondence, etc.

**Provide support on other projects as needed.**

**IDEAL CANDIDATE:**

- Extremely organized, green-minded, positive, self-motivated, people person willing to work hard, laugh hard, and eager to grow and advance within a popular and rapidly expanding company
- Close proximity to Los Feliz/Silverlake area
- Exceptional ability to work on own with limited supervision
- Motivated self –starter who can see what needs to be done and do it.
- Can-do and positive attitude when working on menial as well as strategic tasks
- Natural inclination and personal adoption of natural products/habits
- Must be great with people and type-A organized

**DESIRED SKILLS/REQUIRMENTS**

- Thorough knowledge of **Quickbooks, Word, and Excel** required.
- Previous experience with **project management, administrative roles, and event coordination** required.
- College **degree or equivalent** required.