



## Job Description

**Title:** Project Manager / Operations Manager

**Full-Time / Start Date:** November, December 2023 or January (first week)

**Company:** This is Lester

[www.thisislester.com](http://www.thisislester.com)

[https://www.instagram.com/thisislester\\_creative](https://www.instagram.com/thisislester_creative)

<https://www.linkedin.com/company/6383959/admin/feed/posts/>

**Location:** Los Angeles (Westside), Partially remote / 0-2 Days per week in-person

**Contact:** [productionteam@thisislester.com](mailto:productionteam@thisislester.com); Subject: Project Manager/Operations Manager Application

**Salary:** Based on Experience

### About Us:

This is Lester is an Experiential Marketing & Event Production Agency using art and design to cultivate elevated events and experiences that deliver impact.

We obsess over the (impeccable!) details and believe that success is achieved through igniting emotion and connection between brands and audiences. We are fast on our feet and always approach our creative work with an artistic eye, inspiring moments, delightful touches, and heartfelt dedication to our client's goals.

Female-founded and operated, our mission is to create, design and share experiences, environments and art that have a positive impact on the world.

Our projects include:

- Brand Experiences & Pop-Ups
- Influencer & Media Events
- Experiential Mailers
- Art Exhibits & Installations
- B2B & Internal Events
- Private Parties



### **Summary of Position:**

This is Lester is seeking a Project Manager/Operations Manager who will be responsible for performing high level administrative, operations, and office support activities directly with the Chief Creative Officer/CEO. The ideal candidate is experienced in the responsibilities of optimizing day-to-day activities, streamlining workflow, and providing support to the CCO/CEO with a high level of professionalism. The candidate is organized, has excellent time management skills, and is able to maintain a realistic balance among multiple priorities. Position is mostly remote, but will require in-person work.

### **You are:**

- Excited to join a growing Experiential Marketing & Event Production Agency focused on world-class creative ideation and design
- Diligent self-starter who can work with autonomy and exercise good judgment in a diversity of situations
- Have exceptional organizational skills
- Have strong written and verbal communications, with proven ability to meet deadlines
- Can use discretion and confidentiality to handle C-level matters
- Detailed oriented individual who is able to act in a prompt and attentive fashion
- Someone who is positive and enjoys a challenge!
- Appreciation for the visual creativity & design

### **Responsibilities:**

Provide executive one-on-one support to provide a variety of administrative and clerical tasks to manage company's general operational activities

Duties may include but are not limited to:

- Onboarding and offboarding vendors & consultants; follow up with vendors post-event
- Maintaining internal operations and ensuring workflow is streamlined, efficient, and effective



- Assist on internal and projects in preparing presentations, agendas, reports, and other documents
- Maintain project folders and other administrative event support as needed
- Complete ad hoc projects as assigned – for example, researching, reading, collecting, and analyzing information; booking meetings, travel, handling expenses, event support, document preparation, etc.
- Sustaining a daily calendar of meetings and events; maintaining office inventory; and regulating team workflow effectiveness
- Data entry and management skills for updating contacts, calendars, and files; prepare and reconcile expense/budget reports

**Qualifications:**

- Bachelor's Degree preferred
- 3-5+ years of proven project management and/or operations management experience required
- Strong organizational skills with proven ability to set priorities, take direction, and complete assignments with follow-up
- Service focus with high attention to detail, flexibility and accountability for results
- Proficiency on an Apple computer & Google Docs (Google Sheets, Docs, Slides)
- Extraordinary organizational skills, self-motivation, and intuition
- Thrive in a fast paced, agency environment
- Excellent communication, both oral and written, and listening skills
- Ability to effectively multi-task and work with shifting priorities
- Willingness to learn new skills and is a team-player
- Adobe Design Suite (InDesign, Illustrator and Photoshop) is a bonus
- Must love events & marketing :)

**Location:**

This position is remote but based on the Westside of Los Angeles, CA (will require estimated 0-2 days per week in office, will vary)



Please email [productionteam@thisislester.com](mailto:productionteam@thisislester.com) DIRECTLY (Subject: Project Manager/Operations Manager Application) with your resume attached.

Due to the volume of applicants, we apologize if we do not get back to you.