

Administrative Assistant

[Claim Academy](#) is a premier developer boot camp that offers immersive on-campus and online programs in software engineering and cybersecurity in St Louis. Our mission is to change lives in 12-weeks with tracks in Java, C#.Net and Javascript with promises to transform novices into industry ready, software developers through rigorous coursework of pair programming, mentor sessions, and computer science industry programming techniques taught in-person by expert instructors. Participants complete their learning with multiple career coachings, networking events, soft skill training by producing a final capstone project, which they present to potential employers on demo day and hiring event. Extensive career training and placement assistance are provided, leading to many of our students receiving offers before they even graduate.

The head of operations at Claim Academy is looking for an administrative assistant. Candidates must be excited to grow with our company according to broad goals as opposed to step-by-step instruction. Ideal candidates will add value to the company for years to come. Candidates should be self-motivated and quick learners. Ideal candidates will thrive in an environment that encourages personal responsibility, and will make the entire team more efficient through a focused work ethic and no-nonsense approach to project completion. You are the happy face and the go to person at the organization.

You must be friendly and enjoy, planning and hosting events

We want you to feel comfortable in our space and encourage those working around you to become 10x more productive. You should anticipate needs and consider how our space and collaboration tools need to change as we evolve and grow. You will work with others to coordinate weekly team meetings and "lunch and learns," plan larger organization wide events such as alumni nights.

Responsibilities will include management of class instructors, student communication, basic bookkeeping, payroll, scheduling, and office management. Candidates for this position are also encouraged to initiate their own projects, and compensation will increase as responsibilities increase. Ideal candidates will have previous experience with all of the above responsibilities, and will be able to demonstrate a history of projects begun, managed, and seen to completion. Technical backgrounds and comfort with new technologies preferred. Bachelor's degrees from reputable institutions also preferred.

Must be friendly, approachable and organized.

Perfect position for a homemaker, or college student (if applying for part time)

Prior experience at a startup company preferred

This position will begin as soon as possible. To apply, please respond to this ad with a resume attached.

Salary: \$12:50- 20/hr depending on experience.