



Office Manger

\$60,000-\$65,000

(Commensurate on Qualifications & Experience)

Overview

MRG is looking for a dynamic individual to oversee business operations and work with a team of five administrative staff in our main office. The operations include management of ERP workflow, implementation of new modules of a business software, writing procedures and policies. Provide oversight and hands-on support to administrative staff with insurance, contracts, proposals, marketing and review of basic accounting and invoicing.

About MRG

MRG is affiliated with leading subject matter experts with decades of experience who want to serve organizations in both the public and private sectors. MRG is a full-service professional firm of over 60 consultants providing expert assistance to cities and counties throughout California struggling to recover from the Pandemic.

The main office is located in Wilton (outside Elk Grove, CA). MRG also has an office in the Los Angeles region of Southern California. We continue to broaden our team to include some of the most talented consultants to provide services including staffing strategies, coaching for performance and remediation, employee relations, performance management, labor relations, investigations, and more.

MRG has consolidated its practice areas into a set of eight core services:

- Leadership Development and Strategic Services
- Project Management and Organizational Audits
- Workplace Investigations
- Training, Coaching and Staff Development
- Chief Executive Officer Evaluations
- City Council and Board Governance
- Financial Management and Fiscal Sustainability
- Human Resource Services

Visit MRG Website at:

www.Solutions-mrg.com

Ideal Candidate

The ideal candidate is flexible, detail oriented, and able to work in an environment that has gray areas and ambiguity. An individual who finds joy in helping improve business practices to grow a midsize consulting practice into its full potential is desired.

Hours/Salary/Benefits

Position is on-site, full-time, Monday-Friday with some flexibility in hours.

Annual Salary \$60,000-\$65,000 based on experience and qualifications.

Bonuses available based on performance.

Paid vacation and 13 paid holidays.

To Apply

If you are interested in this exciting opportunity, please submit your resume and cover letter to <mailto:apply@solutions-mrg.com> by **Sunday- March 31, 2022**. The most qualified applicants will be invited to participate in interview and selection activities. For more information, please contact Dawn Bullwinkel at dbullwinkel@solutions-mrg.com.