

## Business Operations Assistant

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<b>Requisition Number:</b>	18-04
<b>Job Title:</b>	Business Operations Assistant
<b>Career Level:</b>	Junior – Mid-Level
<b>Location:</b>	Littleton, Colorado
<b>Relocation:</b>	Negotiable
<b>Education Required:</b>	Bachelor's degree in Marketing, Business Administration or related field
<b>Years of Experience:</b>	1-5
<b>Travel</b>	Minimal < 10%
<b>Job Description:</b>	Primary responsibility is to assist in day to day business operation to include: business development, marketing, customer relationship management, social and web media curation, and special projects as needed. This position is meant for a person who can handle a challenging day to day schedule with multiple projects running in parallel. This position will also assist in aerospace market assessments.
<b>Basic Qualifications:</b>	<ul style="list-style-type: none"><li>• Self-motivated and performing tasks with minimal oversight</li><li>• Experience in a multi-discipline environment</li><li>• Proficient in Microsoft Excel, PowerPoint, Word</li><li>• Excellent verbal and written communication skills; the ability to professionally communicate and coordinate with a wide range of external program sponsors as well as internal management and administrative personnel</li><li>• Sound fiscal and time management skills, attention to detail, and priority management to meet conflicting deadlines</li><li>• Personable and a history of positive customer/public interaction</li></ul>
<b>Required Skills &amp; Knowledge:</b>	<ul style="list-style-type: none"><li>• Business development and CRM experience.</li><li>• Public relations and social media experience.</li><li>• Advanced Microsoft PowerBI and Excel skills</li><li>• Advanced research and cataloging experience</li><li>• Quickly understand products, services and applications of technology</li><li>• Analytical ability to quickly form relationships between data sets</li></ul>
<b>Desired Skills:</b>	<ul style="list-style-type: none"><li>• Photoshop familiarity</li><li>• Data visualization</li><li>• Aerospace industry experience</li><li>• Multilingual</li></ul>

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