

## Project Management Assistant (CEO and Marketing) Job Description

At Talent Trust, we help missionaries be their best.

Missionaries live lives with unique challenges, and if they are not physically, mentally, and financially healthy they will not have the impact they have been called to.

We provide missionaries with the resources that they need to be their best. Our primary product is insurance specifically designed for missionaries, but we also offer other services to ensure missionaries can thrive.

We have a fun and encouraging team who regularly interact with each other, and are driven by a shared purpose of helping missionaries be their best.

We care about each other's growth, both professionally and spiritually, with structured training to help us develop in these areas. We encourage work-life balance and living up to our core values of being effective, relational, and humble. We also look to allow our team to use and grow in the skills and qualities that they bring with them.

We work in a modern environment with up-to-date equipment. We receive clear goals and targets and processes to understand what is expected of us.

Talent Trust believes that our team is our greatest asset. Apply to join our team today.

### What you will be doing

- Managing multiple tasks to completion quickly and effectively
- Helping to manage our external web developers to ensure website changes are implemented according to our Style Guide and achieve the goal they were created for. Grammar, spelling, look & feel are all important
- Implementing regular and ad hoc social media posts using the Canva app.
- Working with suppliers and our designer to prepare for conferences. Banner creation, preparing presentations, arranging for the design and development of website landing pages, finding suppliers for conference stands/booths, and appropriate conference gifts.
- Meeting preparation- presentation, invites, minutes, tracking previous activity, data collection
- Quote preparation - working with IT and underwriting to get basic pricing, editing proposal documents, data collection & organization, managing deadlines, and following up.
- Internal communication with our Customer Success team and IT so initiatives and new products are well-understood internally.
- Provide general administrative support to the CEO.
- Prepare and produce all letters, emails, and correspondence, when needed.

### Who you are

- Self-starter with problem-solving abilities
- Resourceful and able to seek out support, resources, and answers independently.
- Very good written English
- Creative

- You take ownership of situations, and are willing to take on the responsibility for something that needs doing when it may not be clear who is the “owner” of that situation.
- You know to ask others for help when necessary.
- You are organized and detail-oriented.
- When you see an opportunity for the team to improve, you’re not afraid to speak up and speak out.
- You value teamwork and collaborate well with others.
- You are coachable and have a passion for learning, specifically your ability to communicate.
- You are an active disciple of your Christian Faith

## Nice to Have

- An eye for good design

If this sounds like you, we want to explore the opportunity for you to join our team.

## Benefits

- Individual health insurance, dental, and optometry allowance
- 13 public holidays plus 14 days annual leave, rising to 16 after 2 years, and 22 days after 5 years.
- 35 hours work week
- Weekly devotional sessions
- Bi-Annual retreat
- 1-month bonus
- Competitive salary
- Annual salary review
- Birthday celebrations
- Active on-the-job training and team support
- Flexible schedule based on life events

## Your Takeaway

- Greater purpose in your career
- Opportunity to serve the Great Commission through your work
- Satisfaction in knowing that you are making a difference in the lives of missionaries
- Professional and spiritual growth
- Work-life balance
- Part of a supportive and friendly team

Talent Trust is convinced that missions deserves the best. We aim to provide the best products, and we are looking to hire the best people to serve our missionaries.

If you feel that you would be the best person to join our team, please apply from the link below:

<https://tripetto.app/run/R2BE1GY72I>

This position is available to Malaysian citizens only.