



Project Assistant / Recruiter – Position Description

Why we love working at PIE:

The work we do every day is fascinating – we are privy to cutting-edge business conversations. Our culture and our people make PIE a great place to work. Profitable Ideas Exchange (PIE) is a local Bozeman business that facilitates interactions among executives across the globe, often at the C-Suite level. Companies such as **Coca-Cola, Dell, McDonald's, Staples, Google, Starbucks, Pokémon, & Wells Fargo** participate in our networks.

Position Description:

We are looking for outstanding individuals to join our team part time as Project Assistants. As a PIE Project Assistant, you will work in support of the peer networks we facilitate, and you will have the opportunity to interact directly with top-level executives. Project Assistants are critical to the success of our business. This role is focused on building and maintaining executive roundtable communities for C-level executives on a global scale. We are looking for motivated individuals who are hungry to learn, want to gain experience working on real-client projects, and are prepared to meet high expectations. Strong verbal and written communication skills are required to succeed in this role.

Breakdown of Duties and Responsibilities:

- **Recruiting**

Recruiting is the first step and is one of the most important parts of the PIE process. We must recruit members to join our by-phone and in-person peer exchanges on an ongoing basis.

Project Assistants will:

- Work as a member of the Community Building Team
- Source contact information through various online platforms
- Update contacts in an online database
- Cold call executives from around the world
- Follow-up weekly via phone calls, voicemails, and emails
- Schedule introductory calls for interested executives and group facilitators
- Check-in with Team and supervisor to discuss effective strategies
- Participate in the monthly Team Breakfast Club and friendly competitions for cash prizes
- Master organization and prioritization skills
- Keep track of metrics and key dates

- **Engage in Company-Wide Activities**

- Assist PIE employees in their daily tasks (e.g. scheduling meetings, making follow-up phone calls, research, etc.)
- Participate in various activities such as the PIE Christmas Party, PIE Ski Day, PIE Jeopardy, PIE Speech & Debate, PIE Golf Day, etc.
- All other duties and responsibilities as assigned

Qualifications:

We are looking for motivated individuals who embrace responsibility, have a keen eye for detail, and strong verbal and written communication skills. To succeed in the position, individuals must be efficient, highly organized, flexible, and detail oriented. Project Assistants are not afraid to pick up the phone and call an executive office anywhere in the world. Proficiency in Microsoft Office (Excel, Word, Outlook) and Salesforce are preferred.

** Due to client confidentiality, background checks are required prior to employment.*

Salary Range: \$12-15/hour

Hours: Part-time; 10-15 hours/week, spanning across 2-4 days/week (flexible depending on candidate’s schedule and work demand)

Position Location: We are looking for candidates to work with us in our Bozeman, Montana Office. ***PIE is committed to ensuring our people remain safe and healthy. Due to the current pandemic environment, our team is working remotely until further notice. We have successfully onboarded new hires virtually over the last six months and will continue to conduct training in this manner.*

PIE Vision:

PIE has a clear vision to be an inclusive company full of people who are interesting, fun, smart, and inspiring.

PIE is committed to creating a diverse and sustainable work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

PIE Values:



Living Full Lives



Make it Happen



Black Tie/White Glove



Smile & Dial



Hungry



PIE PACK



Land of Many Leaders