

BUSINESS OPERATIONS CONSULTANT

CLE Business Services is a management consulting firm dedicated to adding finance, business development, and strategic planning capacity to small and medium-sized enterprises. With a wide-ranging client portfolio, CLE Business Services is seeking a dynamic Business Operations Consultant to support the company's continued growth and to provide exemplary customer service to portfolio clients, education, and consultant partners.

Who are we looking for?

We are seeking an ambitious administrator with a passion for business management and service-centered partnership.

Responsibilities:

- Monthly client and partner invoicing
- Contract administration
- Invoicing & bill payment
- Calendar and travel booking
- Monthly bank and credit card reconciliation
- Resource support as related to consultant partners and talent acquisition
- 3rd party vendor and consultant administration
- Company administration & communication as assigned
- Client project management and administration as assigned

Minimum Qualifications:

- 5 - 7 years of experience as a business manager, executive assistant, or similar role
- Bachelor's Degree in business management, or related field. Experience may be substituted for education requirement
- Proven track record of effective written and oral communication skills
- Advanced proficiency in Microsoft Office Suite, Microsoft 365, or Google Workspace products.
- Experience with accounting, bill payment, credit card management, systems (examples: QuickBooks, Intacct, NetSuite, Xero, Bill.com, Ramp, etc.)
- Legally authorized to work in the United States

Payment:

- \$20 - \$25/hour for up to 30 hours per week, not to exceed 120 hours per month without approval of CLE Business Services.
- Invoiced Monthly - approved invoices will be paid within 15 days.

CLE Business Services Core Business Hours:

Monday – Friday 9:00 AM – 5:00 PM

Contractor Details:

- This is a hybrid role, local to the Washington, D.C. region.
- This is a part-time 1099 consultant role that is not eligible for fringe benefits.

To Apply:

Please submit resume/CV to info@clebusiness.com with a letter of interest that details how your background aligns with this opportunity.