

Job Description: Business Operations Associate

Position Type: Full Time

Office Location: Bethesda, MD

About K&M Advisors

K&M is an internationally-recognized energy advisory firm. Since its creation in 1987, K&M has advised investors, multilateral agencies, and governments on the development of power and water projects that have improved the lives of millions of people in more than 50 developing countries in Latin America, Africa, and Asia.

K&M is moving to a new modern office in Bethesda and is looking for a sharp and organized go-getter to take on our new Business Operations Associate role. This position will provide great exposure to and training in all areas of a consulting business, including project support, business development, IT, office management, and HR. As the company grows, the position is expected to move into a significant role in one of our practices.

The Business Operations Associate's responsibilities include:

- Support business development, including updating project description files and staff CVs, updating marketing presentations, and coordinating printing and shipping of proposals and other documents
- Support project work, including proofreading and editing reports, arranging travel and hotel reservations, and other project needs
- Manage office space, including scheduling and setting up meetings, organizing social events, ordering and organizing office supplies, managing cleaning service, and other office management functions
- Manage social media accounts, including writing blogs/blurbs for website and LinkedIn, updating website content, and other social media needs
- Coordinate IT support, including liaising with outsourced IT company to provide IT services, creating new email accounts, managing software licenses, and managing licenses to online filing platforms
- Support human resources functions, including the coordination of new hire onboarding process

Qualifications

The ideal candidates should have the following:

- At least 2 years of experience in an office environment
- Undergraduate degree
- Excellent written and verbal communication skills

- Strong interest to learn about all areas of business operations and tenacity to take on and master new challenges
- Proficiency in MS Office

Only applicants with valid work authorization in the U.S. will be considered.

Benefits

- Office located 2 blocks from metro
- Generous leave plan including 10 holidays and 15 days of vacation to start
- Health and dental insurance + company paid life insurance, short term and long term disability
- 401k with company match
- Smart phone paid for by company

To Apply

Send the following materials to careers@km-advisorsllc.com:

- Cover letter
- Resume
- Writing sample