

## **Business Operations Coordinator – Charlotte, NC**

**Job Posting: October 2020**

### **SUMMARY:**

Workplace Learning System is an independent professional development and consulting company dedicated to continuous improvement for organizations in safety, leadership and quality performance. Our safety culture approach and leadership principles were developed over more than a decade. Our approach, tools and practices have led to several of our client organizations to be honored as America's Safest Companies by EHS Today! We are so proud that WLS efforts help to make the world a safer workplace.

We are growing and looking for a new team member!!

The Business Operations Coordinator will support the Workplace Learning System team by applying and developing basic business administration knowledge and skills.

### **PRIMARY RESPONSIBILITIES:**

- Compiling Safety360 survey documents and preparing documentation/presentations for use by Safety Coaches
- Assist with events and training administration
- Handle initial customer contacts and schedule development calls
- Generate proposals to clients for new training and development engagements
- Develop client leads contact databases
- Assist with email newsletter creation and distribution
- Assist with web page updates
- General business administration tasks for the WLS consulting business
- All other duties as assigned

### **QUALIFICATIONS / EDUCATION / WORK EXPERIENCE**

- Associates degree or equivalent work experience
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

### **BENEFITS**

Workplace Learning System offers significant career development opportunities as well as salary and benefits packages including health and life insurance, 401(k) with company match, paid vacation, and 13 paid holidays including a Christmas holiday shutdown.

For more information about WLS, visit our website [www.workplacelearningsystem.com](http://www.workplacelearningsystem.com)