



## Project Coordinator & Admin

If you are looking to truly make a difference and are an extremely organized and proactive person... If you believe that you should love your neighbor as you do yourself, be a good steward, work together as a family, and in the pursuit of passion (PS those are our company values), then this company might be for you. <https://exitintelligence.com/about-us/>

Exit Intelligence is an Email Capture-focused Agency, utilized by ecommerce companies to turn bouncing website visitors into buyers. If you're interested in e-commerce or digital marketing, this is an incredibly unique opportunity to join an accomplished team at an early stage, and help blaze the trail for future growth.

You will work directly and side by side with the CEO as a trusted resource to help execute at a very high level. We're looking for someone to join us in our downtown Raleigh, NC office full time.

### WHAT YOU'LL DO

- A little bit of everything and work primarily with the company founder
- Be an integral part and trusted resource to help execute on a varying range of projects
- On board new clients and assist in on going client support
- Analyze client performance through our software and make recommendations
- Assisting in recruiting and hiring new employees and interns
- Planning and scheduling meetings, conferences, calls, and travel
- Help compile and produce marketing materials.
- Make sure nothing gets missed in an extremely fast paced environment

### REQUIREMENTS

- You are a fast learner with an ability to pick up on new technologies quickly and efficiently.
- You have a friendly sense of competition, which helps you work well under pressure.
- You like to work with people: clients and teammates make for a fun and collaborative environment.
- You are able to tactfully handle candid feedback and collaborate to improve
- A student of life: self-motivated to learn everyday, always pushing to understand more about the goals and outcomes of a project, and in failure the ability to see insight, and take that to drive the next project.
- Humility; able to take and give opinions, and understand that we're a small team, but we're all you've got.
- Enjoy Pizza, or its vegan counterpart...

### BENEFITS

- Salary: Compensation based on skill and experience
- Employee Health Benefits: Healthcare coverage with dental and vision plans
- 401(k): We offer up to a 4% match
- Paid Time Off: We offer PTO, paid holidays, bereavement, and 1 day per week remote work
- Energetic Co-working Space in Downtown Raleigh
- A tight-knit, workplace family.

### TO APPLY

- Please email [Matt@ExitIntel.com](mailto:Matt@ExitIntel.com) telling us why you'd be a good fit and a copy of your resume.