

## **EXHIBIT A**

### **Description of Services**

#### **Operations & Administrative Coordinator**

20–25 hours/week - \$18/hour

The Operations & Administrative Coordinator is a part-time, entry-level role responsible for supporting MARQUEE's day-to-day administrative and operational functions. This position plays a critical role in keeping the business organized, on track, and running efficiently behind the scenes.

This role is ideal for an early-career professional who is highly organized, detail-oriented, and eager to learn how a growing marketing agency operates—from invoicing and financial tracking to internal coordination and workflow support.

You will work closely with MARQUEE leadership to support core business functions and help ensure nothing falls through the cracks.

#### **Key Responsibilities**

##### **Administrative Support**

- Provide day-to-day administrative support to leadership and team members
- Maintain organization of internal documents, files, and shared systems
- Assist with scheduling, meeting coordination, and internal communications
- Support overall business organization and internal efficiency

##### **Financial & Invoicing Support**

- Prepare and distribute client invoices in a timely and accurate manner
- Track invoice status and follow up on outstanding payments
- Assist in maintaining financial records and documentation
- Support payroll coordination and contractor payment tracking

##### **Operations Support**

- Assist in maintaining and improving internal workflows and processes
- Track project-related expenses and support budget organization
- Coordinate with vendors and assist with light procurement needs
- Provide general support to ensure smooth day-to-day operations

## **Qualifications**

- Bachelor's degree or equivalent experience preferred
- 0–2 years of relevant experience (internships or part-time roles welcome)
- Strong organizational and time management skills
- High attention to detail and accuracy
- Proficiency in Google Workspace (Docs, Sheets, Drive)
- Strong written and verbal communication skills

## **Core Competencies**

- Reliability and consistency in task execution
- Ability to manage multiple responsibilities and prioritize effectively
- Proactive mindset with a willingness to take initiative
- Comfort working in a collaborative, small-team environment
- Discretion when handling sensitive financial and business information

## **Growth & Development**

This role is designed as a foundation for learning business operations, financial coordination, and agency management. As MARQUEE continues to grow, there is strong potential for expanded responsibilities and long-term advancement within the organization.

This is not a passive role. We are looking for someone who takes ownership, follows through, and becomes a reliable part of our internal operations. If you are someone who likes to bring order to moving pieces and wants to grow within a fast-paced, creative environment, we'd love to hear from you.