



RMI  
1720 Carey Avenue  
Suite 600  
Cheyenne, WY 82001  
[RMIMarketing.com](http://RMIMarketing.com)

## Part-Time Office Administrator

### About RMI

RMI is a destination marketing company founded in 1990 and based in Cheyenne, Wyoming, offering a multitude of services to businesses throughout the travel industry. Our mission is to increase sustainable visitation, spend and market share to fuel the economies of our stakeholders through world-class marketing service and results.

### Job Summary

We are looking for a rock star organizer who can be the glue of our dynamic marketing team. The part-time Office Administrator is responsible for overseeing office management and general clerical duties, data entry and record keeping, shipping, and general support of all company and client initiatives. This position will enjoy a flexible work schedule and the comradery of a small, engaging team.

A successful Office Administrator at RMI should have a detail-oriented work style and enjoy office management, data entry, document formatting and record keeping. Equally as critical to success is staying informed of existing and ongoing developments and services to support day-to-day business operations. A positive, problem-solving personality is a great fit for this position.

The ideal candidate aligns with RMI's [core values](#), is creative, self-driven and can generate measurable results. This role may be a fit if you are looking to join a growing company alongside a team of driven professionals.

### Major Responsibilities

- Manages the office, including: ordering supplies; answering the main phone line and greeting clients/visitors; sorting, organizing and delivering mail, while also prepping mail and shipments for delivery; coordinating tech support for phone systems, computers, servers, etc.
- Updates RMI database system, including data entry, updates, record keeping, and lead entry
- Oversees the communication, inventory and billing for an overseas material fulfillment program
- Assists in tracking media coverage for clients
- Oversees client outreach in regards to birthdays and holiday messaging
- Prepares meeting minutes, notes, and internal support materials as needed

### Skills Required

- Exceptional organizational, clerical and prioritization skills with particular attention to detail
- Ability to multitask and work in a fast-paced environment
- Proficient in various office and database software
- Self-starter, able to generate ideas and follow through with completion
- Able to work in a team across multiple projects and timelines
- Problem analysis and solving

### Education & Experience

- Associates degree or minimum of two years of office administrative or professional business experience

### Compensation & Benefits

- This position is part-time with general hours of 9am-3pm
- Salary commensurate with experience
- Medical and dental insurance
- 401(k) with employer match and opportunity for company profit share
- 10 days of paid vacation and personal leave time

- Downtown Cheyenne office location

**Location**

Must live in the Cheyenne area or be willing to commute or relocate.

**How to Apply**

Qualified candidates should forward cover letter and resume via email to RMI at the following:

RMI

ATTN: Mathias Jung, CEO

e. [mjung@RMIMarketing.com](mailto:mjung@RMIMarketing.com)

p. 307.637.4977 x 1