



Assistant Business Administrator

Position title	Department	Reports to
Assistant Business Administrator	Administration	David Winter
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time (Internship)	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	TBD

Candidate Summary

Lord and Winter, LLC (www.lordandwinter.com) seeks an outgoing, servant-hearted, highly motivated, intuitive, self-learner to support its strategic administrative plans for growth throughout the US. The ideal candidate will be a Master of Business Administration (MBA) student or upper-class level student in a Bachelor of Business Administration or Marketing Degree Program in Middle Tennessee.

Position Summary

The primary functions of the internship will include working on the management, strategy, plans, and administrative functions of Lord and Winter, under the direction of the President. Responsibilities are expected to encompass all areas of business administration including marketing, business strategy, administrative systems, accounting, insurance, human resources, and business analysis. Representation of Lord and Winter at key company meetings, client conferences, and planning sessions is expected.

Essential Duties and Responsibilities

The major functions of the position are to assist the President of Lord and Winter in the following:

- Design and implement a company on-boarding program
- Track and assist in AP and AR
- Streamline tax form processes
- Communicate with vendors and subcontractors
- Assist in benefits administration
- Assist in financial system management
- Implement marketing strategies
- Represent Lord and Winter at conferences
- Coordinate development of web content, SEO, and AI with outside marketing firm
- Engage Lord and Winter Clients on social media
- Develop and manage email campaigns
- Assist in lead pipeline development



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Minimum Qualifications

The ideal candidate will be actively enrolled in an accredited Master of Business Administration (MBA) or Bachelor of Business Administration or Marketing Degree Program.

Physical Demands and Work Environment

The candidate must be willing to travel within Middle Tennessee for face-to-face business planning meetings and generally throughout the SE US as needed for client conferences. Travel is expected to be less than 15% of the labor hours of the position.

Lord and Winter

Lord and Winter, LLC is a high-growth, Professional Environmental Services Company headquartered in Franklin, Tennessee (<http://www.lordandwinter.com/>). We serve real estate developers, engineering firms, public utilities, and state and federal governments with niche services in environmental permitting, environmental due diligence, and remediation services. The scientific services and knowledgeable counsel of our Master Level Scientists and Project Management Professionals (PMPs) are highly sought by our clients. We help clients nationwide from our offices based in Nashville, Tennessee; Baton Rouge, Louisiana; Austin, Texas, and Panama City, Florida.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

For inquiries, please email resume and 3 references to info@lordandwinter.com.