

Administrative Coordinator

Why We Want You

Join us on our mission to make culture the operating system for millions.

Gapingvoid is a boutique consulting firm transforming the work experience through Culture Design®. We believe every person can and must fall in love with their work, and that doing so is a deliberately designable process. Culture Design® combines insights from behavioral science, social learning, and neuroscience to transform organizations, turning culture into a management system.

Gapingvoid has evolved over the past 15 years through radical experimentation, relentless curiosity, and a deep drive to always up-level our work. We're scaling and rapidly growing, and as we move forward these three principles remain ingrained into the bedrock of our team.

Your Impact on Culture Design

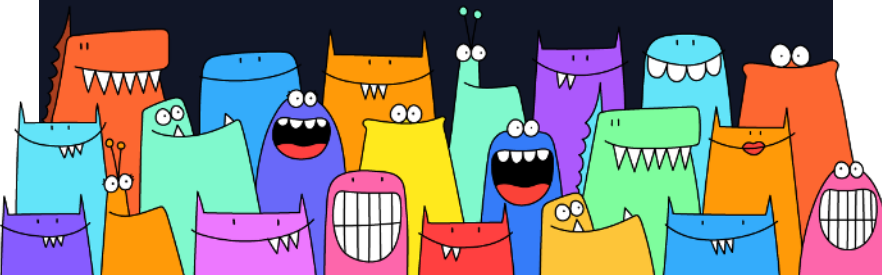
We are rapidly scaling and need a doer with a broad base of skills who can jump in and out of tasks and projects with confidence and ease.

This person is a highly motivated, reliable, hard-working individual who is passionate about people and can think critically and creatively about business, communication, and culture.

We are searching for someone who is hands-on, hyper-organized, learns quickly, and thrives in a fast-paced, high-production environment.

As Administrative Coordinator at Gapingvoid, you will work closely with the Leadership Team to support and help develop our administrative and operational processes. You will report to Emiliana Arteche, Executive Administrator.

The Gapingvoid team is driven by the desire to make a difference in people's lives by transforming how we work, and so are you!



Gapingvoid is a place where no two days are the same. While there is no "average day," below is a selection of the responsibilities you will own.

CRM & BUSINESS DEVELOPMENT

Populate, update, and track contract information for prospects; organize backlog and improve automation; organize and update CRM as needed.

RECRUITING

Monitor recruiting inbox; screen applicants; update candidate database; schedule and coordinate interviews and travel arrangements.

TIME TRACKING

Run reports, update projects and tasks, and assist teams in properly tracking their projects.

INTERNAL MEETINGS

Coordinate presenters; organize and maintain presentation calendar; collate and archive recordings and presentation materials (slide decks, videos, links, further reading).

EVENT PLANNING & TRAVEL

Book, schedule, coordinate, and track all travel-related activities for internal and client events.

ADMIN SUPPORT

Manage calendars and appointments, prepare reports, handle correspondence, and support the Leadership Team as needed.

WHO YOU ARE

You love to get shit done!
You pick up the phone.
You find solutions.

You communicate clearly.
You pay attention to detail.
You manage your time and organize everything.
You excel under pressure and meet deadlines reliably.
You fuse common sense with critical thinking.

You connect.
You collaborate.
You cultivate relationships.

You are a good negotiator who can make things happen!
Your curiosity drives your ability to solve problems creatively.
You know that you don't know what you don't know.

You ask questions.
You accept feedback.
You take ownership.

WHAT YOU BRING

3 to 5 years of experience in dynamic, fast-paced environments.

Tech savviness, obsessive organization, and a keen eye for visual design.

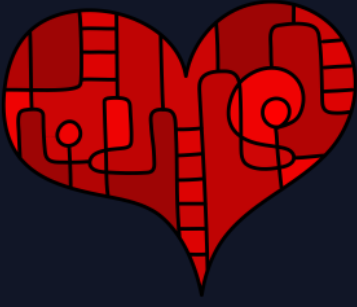
Excellent written and verbal communication skills.

Exceptional references.

TOOLS YOU USE

- Airtable
- Beautiful.ai
- Calendly
- Canva
- Dropbox
- Figma
- G-Suite
- Mentimeter
- Microsoft Office
- Mighty Networks
- Miro
- Slack
- Toggl
- Typeform
- WordPress
- Zapier
- Zoom





What You Can Expect

\$50,000-\$75,000 DEPENDING ON EXPERIENCE & QUALIFICATIONS

The job offer is structured with an initial 60-day contractor trial period, providing you and us with an opportunity to determine compatibility with the role.

Following the trial period, a full-time employment offer with benefits will be extended contingent on a positive performance review. The performance review will assess your contributions, work quality, adaptability, and overall fit within the team and culture.

Compensation during the 60-day trial is aligned with the proposed full-time salary.

FULL TIME BENEFITS

Healthcare Insurance

Vision & Dental Insurance

401K - After 6 Months

20 Days PTO

4 EOY Reflection &
Restoration Days

6 Observed Holidays

Parental Leave

Connectivity
Reimbursement up to
\$100.00/month

Educational Assistance

We are a team of kind, innovative professionals. Irrespective of role or title, we are ambitious doers who love ideas, rolling up our sleeves, and getting the job done!

A career at Gapingvoid isn't always easy, but we can promise you it'll be meaningful. Outside of compensation, we want you to find the same meaning and purpose in your work that we bring to our clients.

- Participate in regular internal cuddles and creative reviews filled with banter and open exchange of ideas.
- Hit the ground running and quickly get up to speed on our processes and methodologies. We don't do 'cookie-cutter' anything, and we need people who can learn quickly, think differently, and execute at a high level.
- Be insatiably curious and constantly learning. If you don't understand something, ask. If you learn something we all could benefit from knowing, share it.
- Bring your knowledge and experience to the table without being the smartest person in the room.
- Continually evaluate the effectiveness of collateral to improve the quality of work we do.
- Work under pressure without losing your sense of humor or care for others.
- Bring people together and craft amazing experiences that leave them transformed.
- Speak your mind. In a distributed work environment, the name of the game is over-communication.
- Never settle. Never quit. We regularly iterate, pivot, and tweak. If this sounds overwhelming or like the type of work you shy away from, Gapingvoid is not for you.

WHERE WILL YOU BE

You will be here, there,
and everywhere.

We are a 100%
distributed workforce,
working mostly remotely
from our home offices.

In this role, you can
expect to travel once per
quarter. We get together
as a team twice each year.

Standard business hours
are in EST.

This is an Investment

CAUTION: Why we may not be the right fit for you.

We admit it: we're not everyone's cup of tea. So, here are a few important considerations that we ask you to take seriously. We're probably not for you if...

- You're looking for a 40-hour, nine-to-five role.
- You prefer the comfort and security of work-life boundaries over the flexibility and freedom of work-life integration.
- You think culture is only about employee engagement, employee happiness, DEI, or standard HR tropes.
- You lean into predictable, transactional work over challenging yet meaningful work.
- You look for the path of least resistance.
- You're allergic to hard work.
- You're looking for a well-worn path, a recipe for success, or a box-ticking exercise.

On the other hand, you may be a G-teamer if...

- You thrive in ambiguity and flourish with feedback — often direct and tough.
- You're a lifelong learner who can't wait to test your ideas in the real world and then iterate on them.
- You communicate your ideas in ways that captivate your viewers or readers.
- You've never encountered a brick wall you weren't pumped to get over, dig under, or plow through.
- You put in the work and care enough to get it right.
- You look at the big picture and understand the importance of the small details.

NEXT STEPS

- 01  APPLICATION SUBMISSION & SCREENING
- 02  INTRODUCTORY INTERVIEW
- 03  PERSONALITY ASSESSMENT + CREATIVE CHALLENGE
- 04  SECOND INTERVIEW
- 05  REFERENCES & BACKGROUND CHECK
- 06  JOB OFFER!

We are seeking a full-time candidate to join our team as soon as possible!

APPLY NOW

people@gapingvoid.com
www.gapingvoid.com
[@gapingvoid](https://twitter.com/gapingvoid)

