



POSITION OVERVIEW: HEADQUARTERS MANAGER

Land Over Labels is a wealth-building firm for Black Millennials.

The Money Club is an exclusive extension of Land Over Labels which offers a premier exclusive experience for all.

We are raising the bar to expose our students to greater learning, resources, networking, and money-building opportunities.

As the Headquarters Manager, you will become the face of Land Over Labels! Our team is seeking an energetic professional who enjoys wearing multiple hats, and who can provide a wide range of administrative and executive support with minimal supervision.

WHAT DO WE VALUE?

Our team has developed a tight-knit structure just like a family. No matter what level of expertise the main focus is to elevate our minds together & build a legacy.

Here at Land Over Labels|theMoneyClub, we strive to serve our clients & students with these values at the forefront:

**INTEGRITY
LOYALTY
POSITIVITY X UPLIFTING VIBES
RESPECT
AUTHENTICITY**

OUR STUDENTS, CLIENTS, & AUDIENCE

Affectionately known as our Land Over Labels Fam, in a nutshell, are straight-up bosses! They are eager to learn, consistently hungry for knowledge, & can always find a way to get to the bag!

Our goal is to continuously grow with their sense of urgency to always provide the wealth-building tools they desire.

POSITION RESPONSIBILITIES

- Manage the overall presentation and organization of the office and ensure it runs efficiently
- Answer incoming calls & act as the main point of contact for all HQ matters
- Be the initial face of Land Over Labels to visitors, including investors, VIPs, and candidates
- Maintain office services by organizing office operations and procedures, controlling correspondence, designing filing and organizational systems, reviewing and approving supply requisitions, assigning and monitoring clerical functions, and reviewing and completing any necessary paperwork
- Manage the onboarding of new employees by assisting with paperwork and training
- Communicate with members regarding payments and membership fees
- Schedule and manage HQ Calendar for events & bookings
- Seek and Secure prospective clients for booking, events, and MoneyClub Members
- Support in the planning and production of all events held at Land Over Labels HQ

RESPONSIBILITIES & QUALIFICATIONS

- High School Diploma, Bachelors & or Masters Degree (Recommended, not mandatory)
- 3+ years of Property Management & Office Management
- Proficient with office software (Microsoft Suite, Scheduling Systems, Gmail, etc.)
- Experience tracking budgets, inventory control, and creating reports
- Excellent written and verbal communication skills, with superior attention to detail
- Strong organizational skills, with the ability to prioritize projects and manage multiple deadlines in a fast-paced environment
- Passionate about supporting, inspiring, & uplifting others
- Ability to think creatively and tap into consumer mindsets to deliver value for audiences
- Skilled relationship-builder and collaborator, with extraordinary customer service skills
- Must be a self-starter, organized, able to digest regular feedback/coaching, have reliable transportation, & live in the Atlanta Area

BENEFITS

- Commission Based Pay
- Discounts on Land Over Labels Retreats & Merchandise
- Access to gain Real Estate & Investment Coaching from our Education Platform & In-House Teachings
- Variety of career and resume building experiences
- Ability to scale with a rapidly elevating organization, with tons of opportunity for growth
- Opportunity to play a role in the uplifting of our community & sharing the power of ownership