# WE ARE LOOKING FOR A ROCKSTAR ONLINE BUSINESS MANAGER

## Job Description

Patty Lennon is on a mission to help women open up to a life of possibilities and allow in more money, love and support by learning to receive at higher levels.

We're looking for a star player to join our team as a part-time, independent contractor OBM. The work is  remote, and the candidate must be able to work during the USA Eastern work-day. An ideal candidate will have excellent organizational and communication skills, and strong attention-to-detail. Experience working on a remote team is strongly preferred.

Interviewing immediately, with (flexible) immediate start-date. This is a flex-time position (15-20 hours/week, variable).

## OBM Job Description

- **Project management (including launch management)** — Take strategic direction from CEO, breaking down work and delegating it out to the team with deadlines, dependencies, etc
- **Office/Vendor/IC management** - Be first point of contact for the rest of the team
- **Operations management** - Create SOPs, streamline procedures, track metrics, manage customer payment issues, pay out affiliate commissions.

## About the Company:

Patty Lennon is a best-selling author, coach and keynote speaker.  She created The Receiving Method TM to give women the ability to create space for magic in life and business. We offer a flexible work environment with high values of health, wellbeing and personal growth – and at the same time, we are driven and passionate about our work. We're on a big purpose-driven mission, and seek team members with passion to make a real difference in the world.

**How to Apply:**

This is an exciting opportunity to join a company with inspiring values and a real focus on the benefit of others. We care deeply about the work that we do and each other. If you feel aligned with this mission, please apply by completing **this form.**