



Job Title: Office Manager/Executive Assistant

Overview

Our social content studio is growing and we're looking for an **Office Manager/Executive Assistant for the CEO** who thrives in a fast-paced, scrappy environment and loves creating structure, order, and momentum.

Over the past year our client roster has more than doubled, and we want someone to join us who can help keep the CEO's time focused and the office running smoothly.

Maverick Content Studio is a social and content agency helping the world's best brands engage the next generation of fans. We fundamentally believe great content can build a brand.

We're looking for great people—high-capacity, organized, low-ego, and an executing rockstar.



THE WORK

Office Manager

- Own the daily flow of Maverick HQ: office cleanliness, supplies, workspace readiness, and overall “everything works” energy.
- Manage purchasing for office equipment, signage, furniture, and studio needs.
- Coordinate office setup improvements and maintain a welcoming, high-functioning space for team and guests.
- Manage vendors and service providers (internet, printing, equipment, maintenance, subscriptions, etc.).
- Responsible for sending end-of-year and new client gifts.
- Log, track, and organize company assets (equipment, gear, technology, furniture).
- Maintain inventory systems for merch, supplies, and production essentials.
- Create simple processes so nothing gets lost, overlooked, or reordered unnecessarily.
- Support hiring logistics and onboarding: office setup, tools/access, workspace readiness, and first-week coordination.
- Keep internal systems organized so new team members feel instantly welcomed and operational.
- Coordinate internal meetings, in-office events, and team functions.
- Partner with the Head of Agency Ops to identify gaps, improve workflows, and help build SOPs/playbooks that scale.



Executive Assistant Support

- Help protect the CEO's time by scheduling key meetings and keeping priorities organized.
- Support CEO email and communication where needed (drafts, follow-ups, coordination).
- Assist with occasional travel planning and event scheduling.
- Light sales support: help schedule meetings and follow up with leads to keep conversations moving.
- Support CEO brand initiatives by helping coordinate content logistics and creative execution.
- Limited personal support may be included as-needed (appointments, family travel/event coordination).

THE PERSON

- 2–5 years of experience in **office management, operations, executive support, or project coordination**.
- Organized, proactive, and calm under pressure—you create clarity where others see chaos.
- No ego - team players wanted!
- High-energy, positive, and dependable—people trust you to “handle it.”
- A self-starter who doesn’t need hand-holding.
- Strong communication and interpersonal skills.
- Excited to juggle multiple priorities without dropping details.
- Bonus: experience with ClickUp (or similar tools like Asana/Trello/Notion).

WHY MAVERICK?

- **Comp:** \$50,000–\$55,000 annually
- Flexible hours with an emphasis on a results-driven culture
- 4 weeks paid vacation + 16 paid Holidays
- Maverick HQ is in Winter Park, FL. In-office days T/TH.
- Annual home office reimbursement (\$500)
- Annual professional development reimbursement (courses, conferences, and more, \$500)
- Annual fitness and wellness reimbursement (equipment, shoes, membership, etc., \$500)
- Strong purpose-filled culture with regular team events and activities

TO APPLY: Head over to <https://tinyurl.com/Maverickcareers> and click some buttons!