



Administration Team Qualification Checklist:

Please email transcripts and other required qualifications to NBCOR@naturalbornchampions.com

NBC Organizational Resource Specialist:

- Cover Letter & Resume
- High School diploma or equivalency (GED)
- Associate Degree in Human Resources with 60 class credits OR
- Bachelor's Degree in Human Resources, Business, Communications, or a related field
- FMLA, ADA, COBRA, and Paycheck Fundamentals Training & Certification knowledge
- 12 months work hours of related experience
- 12 hours of communication
- Reliable Transportation

NBC Non-Profit Assistant

- Cover Letter & Resume
- HS Diploma OR GED OR College Degree
- High School Report Card or College Transcripts
- 2 or more years of experience in an administrative role reporting directly to upper management
- Verification of work experience (200 hours/completed by employer)
- 9 hours of communication

NBC Operations Manager:

- Cover Letter & Resume
- Bachelor's Degree in accounting or finance
- College Transcripts or other applicable certifications
- 12 months financial management experience
- 9 hours of communication