



JOB DESCRIPTION

TITLE: Office Administrator Assistant

REPORTS TO: Sales Management Team

POSITION TYPE: Part-time/Hourly (weekends & evenings seasonally)

POSITION SUMMARY: The tasks of the Office Administrator will include bookkeeping and daily communications with customers, vendors, and other staff. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated, reliable and trustworthy. The office administrator will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently, and will ensure smooth running of our company's office and contribute to driving sustainable growth. During Peak high-demand periods including, but not limited to, May, June, September, December, Christmas, Furniture Market, and Wyndham Golf Tournament, regular duties may be changed to support business operations.

PRINCIPLE ROLES & RESPONSIBILITIES:

The Office Administrator will be responsible for bookkeeping and daily communications with customers, vendors, and other staff. The ideal candidate will be competent in prioritizing and working with minimal supervision, maintain confidentiality when appropriate, produce accurate output and meet deadlines. They will be self-motivated, reliable and trustworthy. The office administrator will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently, and will ensure smooth running of our company's office and contribute to driving sustainable growth.

- Must be highly organized and detail oriented.
- Must have excellent phone, verbal and written and communication skills.
- Will be responsible for daily management of accounts receivable.
- Will support staff with administrative help.
- Making copies, putting together packets and booklets, and other help as needed.
- General office administrative duties which include, opening mail, checking voicemails, updating answering machine messages, filing, making labels, answering emails, ordering office supplies, etc.
- Maintain through self-motivation, discipline and focus a leading edge level administrative skills, interpersonal skills, problem solving skills and decision-making skills.
- Ensure compliance with all Pepper Moon Catering policies, procedures and standards.
- Other functions as required to meet the needs of the corporation.

QUALIFICATIONS/SKILLS:

- High School diploma and/or Associate's degree and/or 2+ years administrative office experience.
- Developed business communication skills, both written and verbal.
- Understanding/knowledge of Microsoft office.
- Confident and professional appearance.