

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Administrative Assistant II</b>
<b>DEPARTMENT</b>	<b>Administrative Support</b>
<b>TITLE OF DIRECT SUPERVISOR</b>	<b>Administrative Assistant</b>
<b>EMPLOYMENT TYPE</b>	<b>Full time, non-exempt</b>

**Position Summary:** Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

### **Role Qualifications:**

- Act as a liaison between the Company, customers, vendors, and employees.
- Assist Management in performing their duties.

### **Position Responsibilities:**

- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
- Make travel arrangements for executives.
- Manage and maintain executives' schedules.
- Meet with individuals, special interest groups and others on behalf of executives, committees and boards of directors.
- Prepare agendas and make arrangements, such as coordinating catering for meetings.
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Perform customer service duties.
- Supervise and train other clerical staff and arrange for employee training by scheduling training or organizing training material.
- Perform other related duties as assigned

### **Food Safety Responsibilities:**

- HACCP
- Federal DOT HazMat regulations
- GMP policy
- Emergency response plan
- Health and hygiene procedures
- Security procedures

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**Essential Skills and Experience:**

- Time management – the ability to organize and manage multiple priorities
- Strong customer orientation
- Strong organization skills
- Strong project coordination and tracking skills
- Excellent interpersonal and communication skills
- Ability to work in a high paced environment
- Commitment to company values
- Advanced computer proficiency
- Ability to maintain confidentiality
- Microsoft Word and Excel

**Nonessential skills and experience:**

- Familiarity with Contact Management Software
- Customer service experience with an independent sales force
- Inside sales experience

The descriptions of responsibilities and work listed above are not intended to be all-inclusive and/or are for illustrative purposes.