

## Administrative Assistant Job Description

Bex is seeking a full time Administrative Assistant to perform a variety of administrative functions. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include maintaining and preparing contracts, preparing reports, and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using google tools. If you have previous experience as a secretary or Executive administrative assistant and familiarity within our catering industry, we'd like to meet you. Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

### **Responsibilities**

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Provide general support to Bex team and guests
- Act as the point of contact for internal and external clients
- Liaise with executive assistant and senior management to handle requests and queries from guests and team members.

### **Requirements**

- Ability to supply two recent references

- Knowledge of office management systems and procedures
- Working knowledge of office equipment and office environment
- Proficiency in Google
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- High School degree: additional qualification as an Administrative assistant not required, however, a plus.

Immediate availability.

For more information about Bex and to apply for this position visit <https://www.bexkitchen.com/careers/>

Job Type: Full-time

Salary: \$13.00 - \$18.00 per hour

Schedule:

- 8-hour shift, typically

Ability to commute/relocate:

- Califon, NJ: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service: 1 year (Preferred)

Work Location: One location