



Back-Up Administrative Assistant **(Seasonal)**

PROGRESSION OF SUPERVISORS: Director of Sales and Marketing, Managing Director, Vice President, President

JOB SUMMARY: Perform a wide range of administrative and office support activities for the Employees, Guests, Managers and Directors to facilitate the efficient operation of the Company. Support the Company “Mission Statement” in word and deed to assure that all contact with customers supports the “...easy, successful and inspiring” goals.

ESSENTIAL FUNCTIONS:

1. Turn phone off from night service at start of work day and put on night service at end of work day.
2. Check main voice mail for any messages and distribute as needed.
3. Answer telephone in a professional manner and distribute calls to proper extensions.
4. Greet guests and customers in a friendly and courteous manner.
5. Take mail out daily and distribute incoming mail.
6. Prepare shipping labels and outgoing packages and other mail functions as requested.
7. Check incoming orders via Salesforce throughout the day and distribute as needed.
8. Fill copy and fax machines with paper as needed.
9. Keep kiosks stocked with relevant marketing materials and maintain a supply of other handouts as necessary.
10. Keep coffee machine area stocked with supplies.
11. Complete necessary reports and assigned tasks as instructed.
12. Keep office area organized and neat at all times.
13. Check in and notify appropriate personnel of incoming shipments.
14. Update Sharepoint announcements daily.
15. Schedule and coordinate meetings, appointments and travel arrangements as requested.
16. Any other task, special project or duty as assigned or required.

ESSENTIAL SKILLS:

1. Demonstrate more than a basic knowledge of computers, office equipment and applications including Word, PowerPoint, Outlook, & Excel. Demonstrate the ability to quickly learn and adapt to new computer systems, company specific computer programs and other new technology.
2. Communicate effectively to all employees, customers and vendors.
3. Earn and maintain the trust of employees.
4. Demonstrate strong analytical skills by identifying areas in need of improvement.
5. Develop systems that reduce or eliminate recurring problems. Adapt systems to accommodate changes in operations.

ESSENTIAL WORK HABITS:

1. Report to work as scheduled, maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.
2. Maintain a positive and cooperative attitude with all fellow employees and across all departments. Promote positive morale by working effectively as a team member across departments.
3. Adjust schedule daily, weekly, or seasonally as directed by Site Manager. IE- willing to work more or less hours depending on the needs of the department.
4. Accurately use time clock to change jobs
5. Keep work area clean and organized

QUALIFICATIONS:

1. High level of customer service experience.

PHYSICAL ASPECTS:

1. 75% percent of time sitting at a desk utilizing a computer and telephone.
2. Lift up to 25lbs for storage, stocking, cleaning and organizational purposes.
3. 25% of time spent on feet organizing/stocking supply areas, setting up and tearing down for Company events as well as other miscellaneous tasks.

At Four Star Greenhouse Inc., we want to insure that you understand what your responsibilities are. If you have any questions as to what is expected of you, you are expected to discuss these questions with your supervisor. By signing this document you are demonstrating that you understand what your responsibilities are, as presented to you on this Job Description. Your signature also demonstrates that you understand that all employees of Four Star Greenhouse are employees at-will. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice.

(signature)

(date)

(supervisor/manager signature)

(date)