

Job Summary:

The **Administrative Assistant** facilitates the efficient operation of corporate office by performing a variety of clerical and administrative tasks.

Report to: Controller

Supervisory Responsibilities: None.

Duties/Responsibilities:

- Provides high-level administrative support to an assigned executive or director-level employee.
- Prepares agendas and schedules for meetings; takes and distributes minutes or other notes as requested.
- Answers and transfers phone calls or takes messages, screening when necessary.
- Performs general office duties, such as ordering office supplies, maintaining records management database systems, and performs basic bookkeeping work if assigned.
- Opens, sorts, and distributes office mail and package.
- Assists with Human Resource tasks such as recruiting, documenting employee records, and maintaining employee database.
- Keeps track of business permits and licenses of all corporate stores.
- Maintains all agreements.
- Responds to and resolves various administrative inquiries and questions.
- Handles corporate liability insurance.
- Monitors the Franchise database to capture potential candidates and obtain required information.

*The company reserves the right to add or change duties at any time.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office and G Suite
- Excellent interpersonal and customer service skills.
- Excellent understanding of clerical procedures
- Ability to work independently and reliably.
- Excellent multi-tasking skills.

Education and Experience:

- Associates degree required, Bachelors degree in related field preferred.
- Three to five years of experience in a related role required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

- Must be able to lift up to 15 pounds at times.