**Position Description**

**Position:** Administrative Assistant

Corporate Offices

**Reports to:**

**Date:**

**Role Description**

The role of this position is to insure the efficient and effective operation of all aspects of the corporate office and its administrative processes and procedures. This position is responsible for implementing administrative systems, procedures, and policies, and monitoring administrative projects.

This position is responsible for efficient and effective administrative processes and procedures needed to support the accomplish of goals and objectives set by the Company.

**Dimensions**

This position is housed at the headquarters office and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation and interaction with the CEO and with the General Manager. It also requires close cooperation and interaction with employees in other store locations. Estimated travel for this position is 5%.

**Nature of the Position**

Major elements of this role include, but are not limited to, the following:

* Office and Administrative Management  
  + Management of all ongoing office and administrative processes and procedures for the corporate office and corporate office staff.
  + Responsibility for general phone coverage including answering and routing incoming calls and fielding initial requests for information.
  + Provides clerical support when requested.
  + Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
  + Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
  + Keeps all motor vehicle records
  + Provides clerical and administrative services appropriate to managing all incoming and outgoing mail.
  + Maintains all HR records, including vacation, sick leave, etc.
  + Serves as HR assistant to process and maintain all paperwork and files for employees.
  + Assists with company special events for customers and employees.
* Bookkeeping  
  + Processes payroll and file necessary payroll taxes; maintain payroll records
  + File monthly sales tax reports with collecting entity; maintain all tax records
  + Reconcile and maintain records for company bank accounts.

* Be alert to things that need to be done and, without being asked, take initiative to see that they get done.

**Position Qualifications**

Position qualifications for the ideal candidate include:

* High school diploma or equivalency
* At least 3 years clerical and administrative experience; office management experience preferred.
* Computer literacy and knowledge of current office technology; exceptional keyboarding skills.
* Knowledge of Microsoft Office programs including Word, Excel, Access, Quickbooks, etc.
* Knowledge of sound office and administrative procedures.
* Exceptional organizational skills.
* Knowledge and experience with basic bookkeeping processes and procedures.
* Strong communication skills.
* Strong interpersonal skills.
* Ability to work with confidential information.
* Ability to work independently with limited supervision.
* Ability to effectively build and maintain relationships with employees and customers.
* Ability to work effectively in a team-based environment.