

Administrative Assistant

Part Time and Full Time

Summary: Administrative Assistant working with account executives on the backend of the selling process to complete the sale. Works with other office team members on orders, commissions, promotions, and other selling related items. Ensures specific account information is maintained and updated. Communicates effectively with clients regarding their products, shipments, pricing, and various other client specific information.

Duties and Responsibilities:

1. Effectively communicates with clients and customers with timely follow-up
2. Build reports using our internal system and Microsoft Office applications
3. Responsible for reviewing and resolving customer deductions
4. Maintains positive working relationships with clients and customers
5. Create and verify promotional contracts
6. Manages client information on new item forms, cost changes, and case pack changes
7. Provides support for Account Executives
8. Handles client and customer shipping inquiries

Administrative Responsibility:

- **Customer Service:** Provide internal and external accounting and administrative support to maintain and build inter-company, client and customer relationships.
- **Records:** Electronically file support documentation
- **Training:** Assist in new hire training

Education and Experience:

High school diploma or general education degree (GED), minimum 1-year related experience and or training, or equivalent combination of education and experience.

Technology utilized:

Microsoft Office Applications: Outlook/Word/Excel

Adobe PDF

Specific technology used by the Reese Group

Physical Activity on the Job:

Standing – Frequently

Walking – Frequently

Sitting – Frequently

Using hands to touch, handle or feel – Frequently

Reach with hands and arms – Frequently

Climbing or balancing – Occasionally

Stoop, kneel, crouch or crawl – Frequently

Talk or hear – Frequently

Tasting/Smelling – Occasionally

Frequently lifts and carries between five and fifteen pounds.

Heaviest item lifted, carried, or pushed/pulled

Boxes weighing around five pounds are typically lifted and carried in this position.

Hours: Monday – Friday 8:00am-5:00pm

Salary: Discussed during Interview

To Apply:

Send Resume and Cover Letter to: The Reese Group, Tom Jessee:

tjessee@reeseigroupinc.com