



Special Touch
B A K E R Y
SPECIAL TOUCH BAKERY, INC.
-VACANCY NOTICE-
POSTING PERIOD: 10/18/2018 – 11/01/2018

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: ADMINISTRATIVE ASSISTANT

WHEN: Immediate

HOURS: Full-Time/Non-Exempt

DESCRIPTION

In this role, you will provide support to the Special Touch Bakery Management team. Administrative Assistant must have a passion for providing excellent customer service and enjoy working in a fast-paced environment.

RESPONSIBILITIES:

- Generate memos, emails and reports when appropriate
- Implement and monitor programs as directed by management, and see the programs through to completion
- Enter and process orders
- Assist in editing employee timecards
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Assist in editing purchase orders
- Support bookkeeping procedures
- Perform order entry and EDI downloads and transfers
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Assist colleagues whenever necessary
- Other duties assigned

QUALIFICATIONS

Must have exceptional interpersonal and organizational skills. Must be proficient in Microsoft Office applications and Outlook. Must have effective communication/comprehensive skills-verbal and written; ability to add, subtract, multiply, and divide in all units of measure; basic typing and number pad data entry skills; ability to function independently and multi-task

EDUCATION and/or EXPERIENCE

Related Associate's Degree or equivalent work experience preferred. Minimum of 2 years Administrative experience required.

Please send cover letters and resumes to: Employment@holychildhood.org