

Kudler Fine Foods

Job Description

Administrative Assistant—President

Provides administrative support to the company president. Schedules appointments, gives information to callers, and assists in the recruitment process.

Essential Duties

1. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
2. Composes and types routine correspondence.
3. Organizes and maintains file system, and files correspondence and other records.
4. Answers and screens manager's telephone calls, and arranges conference calls.
5. Coordinates manager's schedule and makes appointments.
6. Greets scheduled visitors and conducts to appropriate area or person.
7. Conducts research, and compiles and types statistical reports.
8. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
9. Makes copies of correspondence or other printed materials.
10. Prepares outgoing mail and correspondence, including e-mail and faxes.
11. Orders and maintains supplies, and arranges for equipment maintenance.

Required Qualifications and Experience

6-12 months experience as an administrative assistant or secretary. Must be able to use Word, Excel and other PC-based computer programs and have excellent interpersonal and organizational skills.