

Job Description

Job Title: Office Assistant
Pay Range: \$15/hour
Reports To: Brent Vaughan
Location: Goodlettsville, TN

Job Summary:

The Office Assistant performs general clerical and administrative support; communicates various information regarding Acappella Company activities and/or response to requests; and provides timely and accurate distribution of materials.

Work Performed:

The primary duties of the Office Assistant include, but are not limited to:

- Answer telecommunication systems for the purpose of screening calls, transferring calls, responding to inquiries, and/or taking messages.
- Retrieve orders from fax, online store, and other sources; gather ordered materials and invoices; prepare orders for shipping; and deliver packages to Post Office, UPS Store, or FedEx Store as required.
- Maintain office and warehouse organization and orderliness.
- Maintain a variety of files, documents, and/or records for the purpose of documenting and/or providing reliable information.
- Assist staff with travel arrangements that can include: air, hotel, car rental, and meal reservations; travel requests and travel expense claims.
- Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Retrieval and distribution of incoming mail, purchase orders, and documents to and from staff.
- Deposit money in company bank account as directed.
- Assist Business Manager with various events when needed.
- Other related duties as assigned.

Experience Required:

- Some college preferred, Bachelor's degree desired.
- Previous experience in an office setting desired.
- Bookkeeping (Quickbooks) experience desired.
- Marketing/Public Relations experience a plus.

Skills Required:

- Technologically literate with strong computer skills including familiarity with Microsoft Outlook, Word, Excel, PowerPoint, and Internet Explorer. Knowledge of other commonly used software including databases desired.
- Good organizational skills and record keeping (attention to detail is critical).
- Cheerful presence and people skills.
- Good oral and written communication skills.
- Self-starter who can work independently.
- Skill in establishing priorities and managing workload.
- Ability to follow directions.

Prepared by _____ Date _____

Approved by _____ Date _____