



KONRAD BEVERAGE CO.

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https://konradbevco.com/?post_type=jobs&p=3996

Administrative Assistant

Description

Job Title: Administrative Assistant

About Us: Konrad Beverage is a 3rd generation family owned wholesaler in Deptford NJ. We pride ourselves on our commitment to excellence, innovation, and a collaborative work environment. We are currently seeking a detail-oriented and proactive Administrative Assistant to join our dynamic team.

Job Description: The Administrative Assistant will be responsible for providing comprehensive administrative support to ensure the efficient operation of the office. This role involves a variety of tasks, including managing schedules, handling communications, and coordinating office activities.

Responsibilities

Key Responsibilities:

- Manage and maintain executive schedules, including scheduling meetings, appointments, and travel arrangements.
- Handle incoming and outgoing communications, including phone calls, emails, and mail.
- Prepare and edit documents, reports, and presentations.
- Organize and maintain office filing systems electronically
- Coordinate office activities and operations to ensure efficiency and compliance with company policies.
- Assist in the preparation of regularly scheduled reports.
- Order office supplies and research new deals and suppliers.
- Maintain contact lists and manage internal and external relationships.
- Provide general support to visitors and act as the point of contact for internal and external clients.
- Perform other related duties as assigned.

Qualifications

Qualifications:

- High school diploma or equivalent.
- Proven experience as an administrative assistant or in a similar role.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational and planning skills.
- Excellent written and verbal communication skills.
- Ability to work independently with minimal supervision.

Hiring organization

Konrad Beverage Company

Employment Type

Full-time

Date posted

June 17, 2024

Job Benefits**Benefits:**

- Competitive salary
- Health, dental, vision and life insurance
- 401K plan
- Paid time off and holidays

How to Apply: Interested candidates should submit a resume and cover letter detailing their qualifications and experience to jscoppetta@konradbeverage.com.

Konrad Beverage is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.