

Job Title: Administrative Assistant
Department: Finance and Administration
Reports to: Executive VP of Finance
FLSA Status: Non-exempt
Employment: Full Time
Salary: Negotiable
Benefits: Excellent benefits, 401K, generous PTO
Location: Company Headquarters, Bradenton, Florida

Summary: We are a small, 18-year-old technology company whose mission is to provide effective, high quality, affordable supply chain technology and services to retailers and their vendors. We specialize in managing data processes for multiple retailers and multiple vendors through a single solution in the natural product industry. We are seeking an experienced administrative assistant to support our Executive Team and Administration. The ideal candidate will have a strong desire to work within a mission and results-driven environment, possess strong written and verbal communication, administrative and organizational skills, proficient with technology, and can maintain balance among multiple priorities.

Duties & Responsibilities:

- Coordinate collection, documentation and distribution of information across multiple departments
- Coordinate and arrange for travel including meetings with customers and industry persons
- Perform a wide variety of research tasks as required
- Document meetings and distribute as needed
- Produce proposals and statements of work, company policies and procedures and other documents as required
- Arrange and manage logistics of various company internal events and support the marketing department in coordination of external and customer events
- Provide additional support to company staff as directed by the Executive Team
- Perform general office duties such as ordering supplies and maintaining records management database systems
- Coordinate and oversee office environment upkeep and maintenance
- File and retrieve corporate documents, records and reports
- Open, sort and distribute mail and packages
- Uphold a strict level of confidentiality

Essential Skills:

- Minimum 3 - 5 years experience as an administrative assistant or similar field
- Exceptional communication skills; written, oral, and email
- Natural, engaging, personable, and respectful phone and in-person skills
- Ability to work in high-demand, fast-paced, high-output environment
- Strong organizational, project management and problem-solving and multi-tasking skills
- Competency in all Microsoft Office Suite tools and DocuSign, GoToMeeting and NetSuite a plus
- Highly organized, efficient, and attention to detail
- Flexibility to work outside of standard office hours a plus
- AA, BA or equivalent work experience required

You may be the right fit if:

- You are challenged by a high energy Team that expects excellence
- You empower yourself with the information needed to meet the objectives of any project and collaborate without prompting to accomplish the expected output
- You possess high ethics and business principles
- You love to learn and learn fast
- You are timely and reliable, enjoy working with and as a part of a team and are a team player.

Please send cover letter and resume to careers@geniuscentral.com