

# **MOUNTAIN VIEW CO-OP JOB DESCRIPTION**

**Job Title: Administrative Assistant**

## **GENERAL ACTIVITY**

This position is responsible for assisting location manager in maintaining patron and company records, location bookkeeping, customer service, retail duties and daily communications. This position must show discretion and confidentiality of customer and company data.

## **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES**

### **Administrative Responsibilities**

- Inputting and /or reconciling daily sales documentation.
- Maintain perpetual inventory management system.
- Utilizing company specific software and procedures.
- Maintain customer's records as per company requirements.
- Maintain office in an organized and efficient manner that is pleasant to the customer.

### **Accounting Responsibilities**

- Responsible for daily bank deposit
- Responsible for Monthly/Yearly Inventory Input
- Follow and maintain company credit policy.
- Monitor customer's AR accounts on a regular basis
- Report significant discrepancies to supervisor as per company policy.
- Process Stock Additions and Customer Billing.

### **Customer Service**

- Maintain and establish a positive experience to our clients, to include but not limited to work area, personal hygiene, and professional phone etiquette.
- Reconcile and report customer issues and concerns
- Communicate with customers regarding information on deliveries, product and services.
- Provide daily feedback to Supervisor

### **Other Areas of Responsibilities**

- Assist in any other duties that may be assigned to meet business needs
- Assist in Safety and compliance issues.

## **QUALIFICATIONS/REQUIREMENTS**

Minimum Education: High School Diploma

Minimum Experience: 1 to 3 years' Office Experience Preferred

Knowledge/Skills/Abilities: Excellent Customer Service Skills, including phone etiquette

Computer skills (Word and Excel)  
Organizational Skills  
Attention to Detail and accuracy  
Self-Motivating  
Basic Math Skills

**MENTAL AND PHYSICAL DEMANDS**

Sitting	40%	Reaching	Some
Standing	20%	Manual Dexterity	Frequent
Walking	20%	Telephone	Frequent
Kneeling	Some	Computer Screen	Frequent
Bending	Frequent	Lifting	50 lbs

Some standing, walking, and bending around the office/retail area is required. Sitting for extended periods of time and telephone work will be essential. Must be able to lift 50 pounds.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_