

Administrative Assistant

Arett Sales is seeking a professional Administrative Assistant to provide support to department managers while managing special projects throughout the year and front desk responsibilities. Successful candidate will be a polished, organized and proactive Administrative Assistant with excellent Outlook, MS PowerPoint, Excel, MSWord, and communication skills. This person will work closely with all department managers in support of business, product, brand and marketing initiatives.

Responsibilities Include:

- Marketing & Merchandising Responsibilities
 - Marketing Research of product mix
 - Servicing online retailers through product uploads, item changes and copywriting for item compliance
 - Reporting & Analysis
 - Solicitation of manufacturer product information
 - Catalog Support – proofing, copywriting, vendor communication
 - Marketing support – preparing and distributing packets for sales and customer communications

- Customer Service Responsibilities
 - Expediting of drop ship orders
 - Releasing of future orders
 - Early take scheduling
 - Support with calling campaigns for special events
 - Data entry

- Front Desk Responsibilities
 - Answering all inbound calls and faxes
 - Management of all inbound and outbound mail
 - Daily output of invoices and monthly statements
 - Greeting guests
 - Support with meeting preparations

- Maintaining the company's employee databases
- Management of office supplies

Requirements:

- Bachelor's degree in marketing, business or other related field
- 2 - 5 years of prior experience in office administration
- Excellent with Microsoft Office programs: Excel, Word, Outlook, PowerPoint
 - Knowledge of Microsoft Access, a plus
- Experience with Adobe Creative Suites, a plus
- Experience working with online retailers & portals preferred
- Ability to build and maintain good rapport with internal and external customers and handle situations with confidence, tact and resourcefulness
- Strong analytical skills
- Proven project management skills
- Detail oriented with the ability to manage multiple tasks simultaneously
- Excellent organization and follow-through skills
- Flexible, adaptable with the ability to work under pressure to meet deadlines in a fast paced office environment
- Strong team player