



Emily's Produce -
Office Administrator

Job Description:

Successful outcomes at Emily's Produce are the direct result of efficient operations, attention to detail, authenticity, superior customer service, quality products, consumer awareness, and a desire to make the business better each day. The Office Administrator is part of the foundation that maintains a strong footing for efficient and successful operations and outcomes. From analyzing daily point of sale (POS) transactions, maintaining an efficient and orderly accounting and record keeping system, monitoring costs and revenue, the Office Administrator's role is broad and impactful.

The work environment is a fun and family atmosphere that makes the time spent working enjoyable and rewarding.

This is a full-time or part-time position (depending on the qualifications that the applicant possesses) offering a flexible schedule, competitive salary, and rewarding benefits.

Job Qualifications:

- Bachelors or Associate's degree (preferred)
- Experience with the following applications
 - Microsoft Office
 - Google Suites
 - Quickbooks Online Version
- Strong time management and multitasking abilities
- Proficient in managing office technology
- Strong attention to detail and organizational skills
- Maintain a positive and productive work environment
- Self-starter with the ability to work independently

Expectation #1 – Perform accounting functions for Emily's Produce and Farm entities.

- Timely and accurate payment of accounts payable
- Timely and accurate entry of income and sales data into QuickBooks
- Timely and accurate payment of payroll through payroll software provider
- Maintain organized files of bills, income, payroll, loans, and asset information on the computer and in a physical office
- Maintain office equipment and systems to efficiently support accounting functions
- Oversee and keep owners informed on all business accounts
- Provide monthly financial reports from business point of sale systems

Expectation #2 – Administrative and HR duties for all entities

- Maintain all technology equipment. Including activation and troubleshooting of phone, I-pad, google, and Clover accounts.
- Maintain organized computer and office files
- Develop new and more efficient systems and technology to manage markets. (i.e. time-keeping, inventory, cash register, credit card systems, etc.)
- Assist owners with planning and hosting employee meetings and trainings. Assist in the administration of employee rewards, onboarding, and evaluations.
- Work directly with marketing and events personnel to keep the website current and assist in drafting social media posts and newsletters

Expectations #3 – Assist Owners in Day-to-Day Operations

- When faced with a issue take action to resolve
- Assist management with pricing quotes, purchases, and returns stored in designated places.
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- Make sure all vendor paperwork and payment history is current
- Assist with overall business strategic planning, data analysis, and inventory control
- Maintain an ongoing project list and discuss weekly with owners

Note: All applicants are REQUIRED to submit an employment application - found on company website: www.emilysproduce.com.

Starting Salary - \$18 - \$20