



*GG Distributing, LLC*

Wholesale Beverage Distributor

**ADMINISTRATIVE ASSISTANT**

**JOB PURPOSE**

Provides administrative support to the management team and is first point of contact at GG Distributing to customers via phone or in person at the office.

**CLASSIFICATION:** Exempt

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Compile and produce data for inclusion in reports or presentations and the creation of charts, graphs or tables.
- Responsible for receiving and directing routine correspondence through e-mail, telephone, fax and mail as well as visitors to the office facility.
- Maintain personnel records including employee packets, census, benefits eligibility, time cards and related information.
- Manage petty cash including disbursements, reimbursements and reconciliation
- Prepare and verifies daily deposits
- Aid in the preparation and filing of key records, statistics and reports such as TABC permit renewals, DSD contracts, etc.
- Current Notary license.
- Prepare all management correspondence. Strong proficiency with Word, Outlook, Excel and PowerPoint
- Maintain strict confidentiality with sensitive information
- Order and distributes office supplies, uniforms and promotional merchandise
- Prepare Accounts Payable documentation in a timely accurate manner
- Use reason when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skillsets and knowledge required in the position; shares expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position
- Accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.
- Follow policies and procedures and complete administrative tasks correctly and on time.



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**ADMINISTRATIVE ASSISTANT, 2 OF 2**

- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Able to write routine reports and correspondence and to speak effectively before customers or employees of the organization.
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Able to compute rate, ratio, percent and retailer gross profit and margin.
- Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Able to regularly lift and /or move up to 20 pounds.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*