



Job offer

Title: Administrative – (1079)

Work place: Rochester – New York

Company background:

Gelosso Beverage is a small business beverage importer. We offer a broad-based portfolio of beverages in key categories.

Position description:

The successful candidate will be responsible for administrative and office support that facilitate the efficient operation of the organization. The candidate reports directly to the Vice-President, Sales and will have to:

- Answer, screen and transfer inbound phone calls;
- Order entry into our ERP software (SAP);
- Handle consumer and distributor correspondence, including price letters, product information, etc.;
- Timely completion of monthly state and federal beverage reports;
- Tracking of completed orders and inventory levels;
- Support management with different correspondences (letters, pricing, memos);
- Manage some human resources functions;
- Filing of all necessary paperwork including completed orders, distributor pricing, state communications, etc.;
- Various administrative tasks.

Our office hours are from 8:30 AM to 5:00 PM.

Requirements:

The candidate must have:

- A college degree with 5 years or more administrative assistant experience supporting several levels of management;
- Intermediate to advanced MS-Office skills (Excel, Outlook and Word)
- Strong language skills both verbal and written;
- Efficient planning, organizing and prioritizing;
- Attention to detail and accuracy;
- Flexibility and adaptability;
- Professionalism;
- Teamwork player in order to utilize key resources to enable success.

Please forward your resume to: hr@groupeomni.com

Please indicate reference #1079.