



FOOD & VINE, INC. PURVEYORS OF GRAPSEED OILS

Office Administration Assistant

We are Salute Santé! -- the small family run business who first introduced Grapeseed Oil to the American Market. Our commitment to excellence began in 1992 and nearly 30 years later we keep growing as the primary innovators in the industry. Join Us!!

We are looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. The office administrator ensures smooth running of our company's office and contributes to driving sustainable growth.

Compensation/Salary:

DOE

Responsibilities & Duties:

- Work closely with owners to help them stay organized and complete tasks that allow them to focus on more advanced responsibilities.
- Answer phones and take orders
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and maintain customer correspondence/orders

Requirements:

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software
- Must be highly motivated, able to work independently.
- High school diploma; BSc/BA in office administration or relevant field is preferred
- Outstanding verbal and written communication skills.
- Great attention to detail and a result driven approach