



Job Description

Administrative Assistant/Receptionist

FLSA Status: Exempt Salary

Reviewed: July 2022

Reports to Office Manager

Position Summary

Provides general office/administrative support with a variety of clerical activities and related tasks. This position will be responsible for answering incoming calls, receiving guests, administrative support to CEO, Export Team, Regional Marketing Managers and office staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reception
 - Answer phones and direct calls; greet and direct visitors
 - Distributing all incoming mail to appropriate parties
 - Holiday Office Closure:
 - Phones: the phone auto attendant will switch over to holiday greeting as needed.
 - Create & post signs on door when needed, holidays, etc.
 - Deliveries: Accept and deliver to addressee
 - Travel Itinerary Maintenance on company calendar
- Administrative
 - Process incoming checks
 - Prepare weekly payments for outgoing mail
 - Creating files/labels as requested
 - Administrative and project support to the CEO, Export Team, RM's
 - Creating and maintaining Excel/Data files as needed
- Ongoing projects/reports
 - Manage Sale Organization publication
 - Numerator – Ad captures for RMs
 - Upload the bi-weekly Nutrition aggregator
 - Process Retail Training monthly
 - Process Food Service Training monthly
 - Data entry of all shipping destinations throughout the season
 - Season Summaries
 - Prepping and ongoing support for our annual shred event - various depts.



PEAR BUREAU NORTHWEST

4382 SE International Way, Suite A, Milwaukie, OR 97222 USA

www.usapears.org P 503.652.9720 F 503.652.9721

- Other duties
 - Serve on Safety Committee
 - Back-up for Warehouse Manager for basic duties

Job Scope

Work is reoccurring with variations from regular interruptions by lobby traffic and phones. The norm involves a moderate degree of complexity. Follows established procedures with little to no supervision.

Supervisory Responsibilities

None.

Interpersonal Contacts

Contacts are within the organization and with customers/shippers/vendors from outside the organization. Communication includes face-to-face conversations for lobby business and communication via the internet/email/telephone for shipper relationships. Content of communication and shipper documentation may be confidential in nature.

Required Skills

- Proficient computer skill, Microsoft Office, Excel, Publisher
- Strong attention to detail with superior organizational capabilities
- Ability to manage multiple projects and adhere to tight deadlines
- Ability to use independent judgment and make decisions, often with limited information
- Ability to effectively communicate in English verbally and in writing
- Ability to meet challenges with professionalism and good humor
- Expert customer service skills
- Flexibility to work both independently and with a team on projects
- Ability to adhere to and demonstrate safe work habits

Minimum Education and Experience

High school diploma

One year of administrative and/or receptionist experience

Preferred Education and Experience

Associates Degree

Two years of administrative/ receptionist experience

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.



PEAR BUREAU NORTHWEST

4382 SE International Way, Suite A, Milwaukie, OR 97222 USA

www.usapears.org P 503.652.9720 F 503.652.9721

Physical Demands

This is largely a sedentary role; however, some lifting may be required. This would require the ability to lift 20 pounds as well as bending.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours are Monday through Friday, 8:30am to 5pm.

Travel

No travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Pear Bureau Northwest provides equal employment opportunity to all employees and applicants regardless of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, veterans' status, sexual orientation, genetic information, political beliefs, or any other basis.

Pear Bureau Northwest provides equal employment opportunity to all employees and applicants regardless of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, veterans' status, sexual orientation, genetic information, political beliefs, or any other basis.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [USDA AD 3027-Program Discrimination Complaint Form](https://www.usda.gov/program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. Additional information on program discrimination complaints can be found at: <https://www.usda.gov/oascr/filing-program-discrimination-complaint-usda-customer>