

**Appalachian Sustainable Agriculture Project (ASAP)
JOB DESCRIPTION**

TITLE: **Receptionist / Office Assistant**

POSITION: **Full-time**

REPORTS TO: **Finance Manager**

GENERAL FUNCTION:

The Receptionist/Office Assistant will answer telephones and greet visitors. This position will provide administrative support to ASAP's Operations. The Operations department is responsible for the smooth and efficient functioning and management of office organization, finances, and fundraising. This position will focus on answering phones, reception, supporting walk-in sales, data entry, inventory management, reporting, and other assistance where needed. It is a full-time salaried entry-level position. The hours for this position are Monday through Friday, 9am to 5pm.

PRINCIPLE ACTIVITIES:

This position will be responsive to operational needs and will include (but is not limited to) the following activities:

- Answer telephone and direct calls to appropriate resource or personnel
- Greet visitors and determine nature and purpose of visit in a professional, friendly, hospitable manner
- Conduct sales of promotional materials
- Data entry
- Assist with AP prep/review
- Make copies, scan, and fax as needed
- File and organize documents
- Update meeting minutes and templates
- Track and report on inventory / conduct physical inventory, as requested
- Track and report sales and reimbursements
- Manage office opening and closing procedures each day
- Provide general administrative tasks and clerical support as needed
- Order office supplies and equipment
- Coordinate building maintenance
- Assist with mailings and data management

KNOWLEDGE, SKILLS & ABILITIES:

- Two years related work experience preferred
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- Proficiency in Google G-Suite platform (email, drive, docs, sheets)
- High degree of accuracy, attention to detail

- Excellent data entry skills
- Strong organizational, administrative, and office skills
- Basic math skills (ability to add, subtract, multiply, divide; understand percentages, fractions, and decimals; ability to compute rates, ratios, and percentages)
- Effective verbal, listening, and written communication skills
- Ability to follow instructions and work within deadlines
- Discretion in dealing with confidential information
- Ability to multitask
- Ability to lift and/or move items up to 25 pounds
- Bilingual in Spanish/English a plus, but not required
- Experience with Quickbooks or Quickbooks online a plus
- Must be able to pass a background check

COMPENSATION AND BENEFITS

The salary for this full time position is DOE. Benefits include an employer match retirement plan, paid time off, paid sick time, paid holidays, and employee wellness initiatives. Specific benefits are outlined in the employment offer letter.

TO APPLY

Email resume and cover letter in PDF format to:

Melinda Lequin, Finance Manager
melinda@asapconnections.org

ASAP is an equal opportunity employer