



Administrative Assistant Job Description

Up to 30 hrs/wk

Position Overview:

West Indies Soul Food is looking for an experienced and organized Administrative Assistant to join their team. This position requires a versatile individual who has experience in customer service, Microsoft Suite applications, social media posting, and calendar management. We are looking for someone who is supremely organized, efficient, and who is a great team player while also being able to work on and complete tasks independently. This is a role that will be crucial to the CEO, team members, consultants, and customers.

Duties & Responsibilities:

- Answering phones for the office and management team
- Managing calendar and scheduling tasks for the CEO
- Managing emails for the CEO
- Updating social media platforms
- Update contacts in various platforms (CRM, Google, etc.)
- Writing business correspondence
- Supporting management, salesperson, and consultants with various task-oriented duties
- Making PowerPoint presentations that are client-ready
- Making Excel spreadsheets for various projects and organizational needs
- Willing to run errands of all kinds such as getting lunch, shopping for kitchen, etc. as needed
- Ordering office supplies and keeping inventory of office supplies
- Provide supports to team members in kitchen, on food truck, and with customers, as needed – especially during large events
- Other ad hoc tasks as needed

Required Skills:

- 2+ years administrative assistant experience.
- High school diploma required. Associates degree or bachelor's degree preferred.
- Driver's license required.
- Technology and social media savvy
- Strong computer skills including intermediate/advanced MS Word, Excel, and PowerPoint.
- Strong proofreading and editing skills.
- Advanced communication skills (verbal, written, electronic) and superior phone skills.
- Multi-tasking ability and able to function under pressure and tight deadlines.
- Able to lift and carry materials for the office (up to 20 lbs).
- Thrives in a fast-paced environment with very small group of employees.
- Must have good interpersonal, goal orientation, problem solving, and personal accountability skills

Office Environment Details:

- This role will be in an office in the back of commercial kitchen
- Our office tends to be fun, fairly noisy – must be able to stay focus in this environment
- The ideal candidate will thrive under a manager who is direct, fun-loving, and results-oriented

Compensation Details:

- Part-time Position: \$15-\$17/hour, depending on experience and ability – may lead into a full-time salary position within six to eight months
- Benefits will be available in the future