

JOB TITLE: Office Administrator
REPORTS TO: Director of Operations



ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains front office and breakroom area for organization, cleanliness, and supplies.
- Manages phones, visitors (including documentation), mail, and facility room scheduling.
- Provides clerical support, including data entry, filing, and scanning, for daily activities as well as various projects as needed.
- Serves as point-of-contact for basic customer service, order reminders, and complaints.
- Assists sales team with marketing materials and sample shipping.
- Completes order entry, books carriers, and schedules driver appointments.
- Performs basic accounting, including managing POs, invoicing, and initial collections.
- Helps with planning of events including employee training and functions, customer plant tours, vendor sales visits, and regulatory inspections and audits.
- Other duties may be assigned as needed.



QUALIFICATIONS:

- **Accounting Experience Required**
- **Education/Experience** – one year of related experience or training.
- **Language** – ability to communicate effectively.
- **Computer Skills** – competency in MS Office applications.
- **Supervisory Responsibility** – no supervisory responsibilities.
- **Physical Demands** – no physical demands.



WORK ENVIRONMENT:

- **Climate** – moderate.
- **Noise** – moderate.



PAY

- Salary – \$20-\$25/hour

Send Resumes to: HR@sunrisefoodsohio.com

You may also reference our website: www.sunrisefoodsohio.com/About Us/Employment

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