\*\*\* **LOCAL CANDIDATES FROM SEATTLE, EASTSIDE & FROM SURROUNDING PUGET SOUND AREA WILL ONLY BE ACCEPTED FOR THIS POSITION.**
\*\*\* **NO RELOCATION OFFER AT THIS TIME.**

**Who We Are:**

Reliable Products is a family-owned company of three generations since 1973. Our fundamental approach to business is ethical conduct, long-term relationships with our customers, premium quality bakery and Organic products, and always exceeding the expectations of our customers.

For our bakery clients we are a direct source to their bakery ingredients needs. For a number of years we have provided the best quality and competitive pricing to our customers. We take care of our customers and vendors like family. We, at Reliable Products go the extra mile to satisfy our customers in every way possible. Market information is the key to our business, so we provide regular market updates to our customers to enable them to make better decisions and stay competitive in the marketplace. Reliable Products Inc is an industry leader in providing quality food ingredients. As a premier ingredient supplier, we strive to help our customers to procure best quality ingredients to make their final product. We are seeking a highly motivated, responsible, hard-working and passionate and deal oriented individual to join our team. This position will be responsible for providing outstanding customer service while managing office admin tasks on a daily basis.

We have an immediate opening for a Receptionist/Office Administrator in our organization.
Administrative Assistant with Office Administration Associate Degree with 4+ years of background is a MUST to apply for this Job.
We are looking for a motivated individual, smart, go getter ability, willing to learn our business and grow with our business and learn new skills. Individual who can grow with our company. Previous Logistic experience is a **BIG PLUS** or if your past experience is working as an Admin at a Logistics or a Food Distribution company is a **BIG PLUS**

This position involves :
- Receptionist Duties: answering telephones and directing calls to the appropriate staff member with accurate call information. Assisting customers, vendors and visitors to our facility. Taking detailed messages for people and relying accurate information to appropriate person in a timely manner.
- Office Assistance and Admin Duties : Data Entry/fast typing skills is must, information research, excellent organizational skills like filing paperwork in proper correct locations, attention to details is must in this job, providing creative ways to keep track of filing system and creating filing system that works for us. Work closely with our different department to support their day to day administration.

**Required Knowledge, Skills & Abilities**

* Must be friendly, professional, courteous and efficient when working with all customers and employees
* Excellent verbal and written communication skills. A minimum of 50-70 wpm typing and excellent computer skills.
* Excellent customer service skills
* Meet and greet visitors and offer them coffee, water etc.’
* Be a gate keeper for the team and president of the company.
* Must possess high level of attention to details, accuracy, and deadlines
* Excellent telephone, data entry and administrative skills
* Proficiency in MS Office Suite (Outlook, Excel, Word)
* Neat, clean and professional appearance at all the time.
* Ability to communicate effectively with customers, staff and management
* Must be reliable and able to work a flexible schedule depending on business needs
* Must have a valid driver's license & good driving record
* Must be able to pass a drug test and criminal background check

**Some of the Duties Include but not limited to are as follows :-**

* Daily bank and FEDEX run to deposit checks and send and drop documents and samples to labs.
* Managing the filing system efficiently.
* Scanning import documents into computer and keep a file for future use.
* Communicating with the owner about daily task and projects on a daily basis.
* Creating samples, specification sheet and promotional materials to send to our clients.
* Taking meeting notes and sending meeting notes to all the staff present in the meeting.

**QUALIFICATION:-**

* Proficient with MS Office Suite like Word, Excel, Outlook, Power point, (Knowledge of Quickbooks accounting software experience is a **big plus** ). Advance knowledge of Excel, word and other office suite of products **IS A BIG PLUS.**
* Excellent phone and custom service skills is a **MUST** .
* Organizational and general office administration skills is a **MUST** .
* Good at Multi-tasking jobs / work well under pressure and adhere to deadlines.
* Good with time management and manage the work load priorities on a daily basis along with supporting the team in different tasks.
* Work with customers and sometime manage the customer accounts.
* Warehouse, Logistics or Distribution background **IS A BIG PLUS** .
* International Business DEGREE OR BACHELORS - **IS A BIG PLUS** .
* Loyal, Trustworthy, Dependable, Ethical and Honest person.
* Motivated, hardworking and attention to detail **is a must** .
* Ability to taken on new initiatives and new challenging projects and task and perform.
* Sound judgment and the ability to effectively prioritize work and work on projects.
* Able to work independently without much guidance and turn around within deadlines and ability to communicate constantly with team on status of the project/s.
* Excellent communication skills - written, verbal and listening.
* Creative thinker, someone who can pitch in and think outside the box.
* Organizing & ensuring smooth operation of the business as an office manager.
* Great team player.
* Receive and distribute courier packages to different team members in the company.
* Open and Close office daily before time and make sure the facility is secure.
* Order office supplies when the office supply runs low on supplies. Keep track of office supplies consistently. Keep constant track of stock of all the snack and drinks for employees.
* Assist in HR related task.
* Manage office and warehouse vendors.
* Support other team members and president of the company on a daily basis.
* Keep a schedule for the president of the company and arrange meetings and communicate with the president of the company.
* Manage appointment and meetings for President of the company and managers.
* Make sure the office area looks neat and clean at all times and presentable to visitors.
* Opportunities to advance within the company.

**SALARY & BENEFITS :**
- Excellent base salary - depending on qualifications and experience.
- 6 paid holidays.
- 1 week PTO.
- If you require benefit will start after 90 days from hire date.
- 401K benefit offered.
- Corporate discount program known as Working Advantage offered to employees after 90 days.
- Other Company benefits includes: Company sponsored snacks and drinks in break room. Employee birthday treat. Anniversary lunch or dinner with employee. Quarterly company sponsored events, Company sponsored holiday party.
**Sorry, we are unable to relocate or consider contract or remote work situations right now.**
**AGENCY OR RECRUITER WILL NOT BE ENTERTAINED.**

If this sounds of interest to you, send us your cover letter and resume. We will respond to all the applicants who has submitted cover letter and resume, references and a letter( big plus) provided if you meet our job requirements. Please feel free to email us to find out the status of your application.

**Working Hours :**
**7:30am to 5pm M-F.**

**We are an equal opportunity employer.**

**NO AGENCY PLEASE AT THIS TIME PLEASE.**
**NO RELOCATION PROVIDED TO CANDIDATE AT THIS TIME.**