

## Executive Assistant Job Description

### Position Overview

The Executive Assistant is a key position supporting all departments, including Sales, Administration, Logistics, and the Farm. Working closely with senior leadership, this role is critical to the execution of company strategy.

### Primary Responsibilities

- Office Management: act as the main conduit for all business functions.
  - Help process all incoming payments from clients and money collected from retail outlets.
  - Process all incoming bills and ensure they are entered into accounting system.
  - Pay all bills on-time, utilizing ACH technology whenever possible.
  - Ensure all accounts are balanced monthly, including bank accounts, credit card statements, loans, and others as necessary.
  - Process receipts for credit card purchases.
  - Ensure all expenses are categorized correctly and work with outside accountants if needed to resolve issues quickly.
  - Aid in payroll processing.
  - Assist in HR documentation processing and management of Human Resource Information System (HRIS).
  - Manage relationships with outside vendors, including pest, waste/recycling, uniforms, cleaning, safety, and others as needed.
  - Manage logistics of onboarding and termination of all employees.
- Inside Sales Support: work as part of the sales team to ensure business-to-business clients receive an amazing customer experience.
  - Produce client invoices for packaged product sales.
  - Ensure client orders are processed efficiently internally.
  - Communicate status of open order(s) with clients as needed.
  - Help onboard new clients, particularly in areas of compliance and logistics.
- Logistics Support: work with senior leadership to ensure all logistics are managed effectively.
  - Help manage raw material inventory to ensure it is up to date.
  - Act as de facto purchasing department by coordinating the procurement of all materials needed to maintain normal operations.
  - Continually assess pricing and availability of inputs with an eye towards saving money without sacrificing quality.
  - Coordinate shipping of incoming and outbound freight loads.
  - Manage internal logistics including wine and hard cider made available for sale in retail outlets.
- Farm Support
  - Help procure chemicals and other raw materials for entire farm.
  - Aid in management of spray orders and records.

### Other Duties

- Work as part of a team to ensure phones are answered during normal business and retail hours.
- Assist in proofreading marketing/sales content prior to publishing.
- Help plan and execute internal company events.
- Assist with research efforts on new company initiatives.

- Work events, private events, special programs and tasting room when needed.
- Other duties as needed.

### **Required Skills & Background**

- Must be organized, self-motivated, and detail oriented with the ability to multi-task.
- Sound written/verbal communication and excellent interpersonal skills.
- Comfortable with technology including Microsoft productivity tools, email, mobile technologies, and other typical business tools.
- Familiarity with basic accounting principles is preferred but not required.
- Project management experience is preferred but not required.
- Must be legally authorized to work in the United States without an employer-sponsored petition for a visa.

*Our compensation is competitive and based on skills and experience. Fenn Valley offers a group health insurance plan, vision and dental insurance, Simple IRA program, paid vacation, flexible schedule, and a bottle of wine with each paycheck.*