

Birkenstock USA Job Description

At Birkenstock USA, LP, our business reflects who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business reflects what we represent - quality products that are comfortable, unique, timeless, and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

To provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity, and a positive attitude.

JOB TITLE:	Reception/Administrative Assistant
REPORTS TO:	Office Manager and Executive Assistant
LOCATION:	Novato, California (On-site)
TYPE:	Non-Exempt/Temporary
SALARY:	\$25-\$27.50/hr Full-Time

RESPONSIBILITIES

Receptionist / Administrative Assistant Duties

General responsibilities

- Answer and route incoming calls
- Update and maintain Master Calendar & Meeting Rooms Calendar.
- Create a welcome sign for incoming VIPs / guests (as needed).
- Security:
 - Greet and direct vendors, appointments and walk-ins to the proper area.
 - Update and Maintain Key Card Access, Employee Vehicle and Telephone spreadsheets.
- Receive and organize incoming/outgoing packages (UPS, Fed Ex, etc.) and notify recipients. Notify UPS if there's a large amount of outgoing packages.
- Post outgoing mail and sort incoming mail; assist employees with postage machine and ensuring correct postage.
- Notify the Credit Team (or AR Analyst) regarding Credit mail.
- Scan checks and email to Controller & Director, FP&A and Accounting.
- Assist in creating, mailing/emailing and logging Gift Certificates (non-Marketing related).
- Ensure conference rooms are clean, well-organized, and ready for use.
- Keep reception area clean and appealing at all times for employees and visitors.
- Maintain the Nespresso coffee machines.

- Ordering Office Supplies, Kitchen supplies and snacks every other week. Organizing the snacks pantry. Ensuring there are enough supplies during Product Launch / Strategic Meetings.
- Running the dishwashers on Fridays and putting away clean dishes on Mondays.
- Coordinating monthly office luncheon.
- Assist Office Manager with Concur and other projects.
- Organizing / Assisting with Employee Engagement activities.
- Follow through the monthly, weekly, daily and yearly checklist.
- Package and ship:
 - o Soles 4 Souls shoe donation
 - o Copier and printer ink cartridges as needed
- Maintenance: Submit building maintenance requests on Commercial Café, call the plumber for any plumbing issues, contact BioPest for internal pest control, etc.
- Assist in Office Supply orders for New York Office and giving building access to guests as requested.

As approved / requested by the Office Manager:

- Create UPS labels and prepare outgoing shipments (all departments)
- Mail / Ship out miscellaneous items (all departments)
- Book conference rooms
- Assist with lunch orders (all departments) – especially during Product Launch / Strategic or Kick-Off meetings.
- Assist with the Sample Sale
- Mail line sheets as necessary
- Create and install employee name plates/prepare desks for new hires
- Source and purchase miscellaneous items
- Update building services binder
- Assist VP Brand, CEO, Office Manager and VP Finance with Concur.

POSITION REQUIREMENTS/QUALIFICATIONS

- High school graduate or equivalent (required). Associate’s Degree or higher preferred, or at least working towards an Associate Degree.
- Proven experience as an administrative assistant, virtual assistant or office admin assistant or related work is preferred.
- Proficient writing skills in responding to e-mails
- Proficient or intermediate at MS Excel, Word, Power Point and Outlook.
- Adept in using and leveraging technology which complements the workplace.

- Must have excellent interpersonal communications skills and ability to work effectively with all personnel in the office
- Proven ability to multi-task as well as plan and prioritize workloads, both independently and in a team environment, with minimal supervision.
- Friendly, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.
- Detail oriented while looking for practical solutions and consistently maintaining a positive attitude.
- Team player with a “can do” attitude that can work in a fast-paced environment.
- Ability to make practical and sound decisions independently and contribute recommendations for resolution of issues to management.
- Other related duties as assigned.

If interested, please send resume to kramos@birkenstockusa.com with the subject line stating “Receptionist”.