



## Administrative Assistant

Job Title: Administrative Assistant  
Work Location: Santa Rosa, CA

### Job Specific Information

#### I. Summary

Provides administrative and staff support to the business unit and location. Directly supports the Executive Team as requested.

#### II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process all intercompany and external mail daily (including retrieval to/from post office as needed). Route incoming mail accordingly. Prepare outgoing mail including email and faxes as appropriate
- Compose, types and maintains routine correspondence, make photo copies of printed materials, ensure correspondence with a company executive signature is maintained in a secure location
- Prepare regular monthly bills for payment including preparing packing slips, purchase orders and invoices
- Provide daily administrative support including; greeting visitors, receiving and making deliveries, arrange conference calls, coordinate office schedules, make appointments, arrange and coordinate travel schedules, prepare and process travel and expense reports
- Maintain daily work time by clocking in and out regularly using appropriate company equipment
- Organize and maintain file system, files correspondence, retrieve data and other records upon request
- Answer and direct telephone calls, maintain automated phone system, record messages when necessary
- May back-up inside sales department and marketing on an as needed basis
- Assist Management with presentations, upon request
- Maintain office pool vehicle(s) and schedule use accordingly
- Maintain working relationship with location property manager
- May order and maintain supplies, and arrange for equipment maintenance as directed
- Perform Notary work as requested

#### III. Qualifications/Physical Requirements

- One year certificate from college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.
- Licensed Notary Public is preferred. Willingness to train will be acceptable in lieu of license.
- Working have knowledge of word processing, spreadsheets, basic accounting, internet and outlook software
- Must maintain and carry a valid California driver's license and remain eligible to operate a company vehicle including automobiles and truck in accordance with company policy guidelines
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, executives or vendors of organization.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate. Employee is frequently is required to sit and occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

#### IV. Application Process

- To request an application, email a resume to [recruiter@mendoco.com](mailto:recruiter@mendoco.com)
- Send resume by fax to 707-485-6873 or
- Call (707) 485-6731 for more information