



## Administrative Assistant | Main Office

### About this Position:

This position will primarily serve the Director of Marketing, the Director of Sales, the VP of Sales and Marketing and external customers. This role will function as the face of ShoreMaster at headquarters through his/her front desk location as well as through phone calls while being expected to maintain a premium image in all interactions with customers, dealers, vendors, consumers, and the public.

Additionally they will service the Marketing and Sales teams through an administrative support role. There will likely be much interaction with all internal teams as well. This position is paid to coordinate the administrative functions of the marketing and sales teams as well as greet customer/vendors and all visitors to the ShoreMaster headquarters. Success in this role will require a positive attitude and energy, organization and attention to detail, an ability to multitask, friendly nature, a desire to learn and adapt, and ultimately a strong passion for teamwork and support of the internal team as well as a strong understanding of Microsoft Office. This person will influence greatly the success and efficiencies of the sales and marketing team through an administrative support function. They will serve as a resource to both teams in terms of support, guidance, administrative assistance, organization and more. The success of the position will be greatly determined and measured on their ability to work with the sales and marketing teams in accomplishing team and company goals.

### You will be responsible for:

- Greet visitors as they arrive, oversee proper sign-in/sign-out of visitors
- answer, handle and transfer incoming phone calls and emails for Customer Support and Marketing workgroups and inboxes
- Ensure reception area, conference rooms, breakrooms, and training facility are tidy, presentable and hospilities are stocked
- Perform administrative support tasks such as proofreading, transcribing, faxing, filing, copying, scheduling, sorting and sending mail, and greeting visitors
- Create and maintain documents such as reports, letters, spreadsheets, and newsletters
- Update customer and vendor information in Microsoft AX, Outlook and other software
- Assist with new employee and new dealer recruiting and on-boarding
- Assist sales, marketing and other departments with regular and special projects, including Dealer Prospect Proposal presentations, Dealer Program and Agreement management, Fulfillment and more
- Organize, prepare and submit monthly credit card expense reports for Executive Management
- Prepare meeting and event agendas, content, materials and other documents
- Orders and maintains office supplies and arranges for office equipment servicing
- Strictly follow safety policies, procedures, rules and safe work methods, along with making safety suggestions to support continuous improvements in safety
- Contribute to continuous improvement culture and company values

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- Other duties as assigned

**Skills & Qualifications:**

- Proficient Skills in Microsoft Office
- Word, Excel, PowerPoint, Publisher, Outlook
- Superior Oral, Written and Interpersonal Communication Skills
- Dedication to Working in a Support Role
- Proactive, Professional Attitude and Demeanor

**Are you the Right Candidate?**

If you are highly motivated, and believe you would be a good fit for the Administrative Assistant, we'd love to hear from you! To apply, please send your resume to [hr@shoremaster.com](mailto:hr@shoremaster.com) or apply in person at 1025 International Drive, Fergus Falls, MN.

ShoreMaster, LLC is an equal opportunity employer