**Administrative/ Operations Assistant**

Day to Day at Cascade:

 General Front of Office:

* Be the front of the house and the face of Cascade for visitors and guests
* Answer the phone and be ready to direct calls to the appropriate department
* Maintain contact listings with our manufactures, customers, and clients
* Maintain the vendor contracts for territories in excel spreadsheet
* Keep open communication with Covenant Technologies for tech support throughout the office
* Maintain computer binder with information on computer systems
* Update manufacturer info
	+ Terms and conditions
	+ Commission percentages/overage split
* Assist management with review and maintenance of office functionality
	+ Equipment leases
	+ Office procedures and policies
* Ordering and maintaining office supplies and machines

Meeting Coordination:

* Maintain and track the manufacturers visits
* Coordinate tracking and confirmation of attendees
	+ Name tags
* Assist with event coordination and vendor events
* Arrange food and catering needs for salesmen and in-house training/meetings

Travel Coordinator:

* Manage and arrange hotel reservations for visitors
* Coordinate and prepare travel itineraries and registration for training events
	+ Air fare
	+ Car rental
	+ Hotel reservation
* Coordinate factory training schedule and update the sales team and Jack
* Obtain authorization from management on travel expenses
* Confirm and manage;
	+ Factory expenses/air
	+ Ground transportation
	+ Hotel
	+ Meals

Samples:

* Process approved return/office sample orders
* Maintain report including cost for return and office samples
* Process approved Buy/Sell orders (coordinate with Project Managers)
* Maintain and run reports
	+ Profit/earning