

August 2019

Position Description

JOB TITLE: *GOEX Administrative Assistant – Part-time*



REPORTS TO: Director of Finance and Operations

SUMMARY: This part time position supports the overall operations of GOEX Apparel, the primary sustainability initiative of The Global Orphan Project. The position provides administrative support to Finance, Operations and Sales.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports GOEX Finance in daily processes, including invoicing, receivables, payables, and collections.
- Enters financial data into QuickBooks including vendor invoices and customer payments.
- Supports GOEX Sales by entering customer orders, researching prospective clients, writing thank you notes and requesting details as needed.
- Supports GOEX Operations by updating product details in ERP and on website, entering contract print orders, reviewing incoming inventory transactions and other general data entry.
- Maintains detailed files for both finance and customer orders.
- Schedule is flexible but job is 24 hours or 3 days per week.
- Other duties as assigned.

KEY SUCCESS INDICATORS/ATTRIBUTES:

- A spirit of helpfulness and understanding of how critical accurate data is to the team and our high standard for customer service are critical in this role.
- A bookkeeping / data entry background, education and experience preferred.
- Experience with QuickBooks a plus.
- Diligent and able to complete tasks in a timely fashion.
- Maintains courteous, professional and effective relationships with associates at all levels of the organization.
- Acts in the best interest of the team, organization and vision versus self.
- Possess strong time management and organizational skills.
- Has a commitment to excellence.
- Accepts responsibility for actions, projects, and results.
- Asks questions when doesn't know and can't find the right answer.
- Commitment and adherence to GOEX mission and values.