

# **Administrative Assistant Part-Time**

## **Bailey Monument & Vault Company**

### **Company Overview:**

Bailey Monument & Vault Company, a family owned and operated business in Waycross, Georgia. We are not only the largest monument retailer in the state, but we are also a leading manufacturer. Our mission is to help our customers as much as possible. We are looking for a new Administrative Assistant to support our efforts to remain true to our mission.

Bailey Monument and Vault Company has established offices in five territories in Georgia: Waycross (main office), Douglas, Jesup, Tifton, and Valdosta.

### **Position Summary:**

The Administrative Assistant (AA) position will perform a variety of administrative and clerical tasks. Duties of the AA include providing support to our managers and employees, assisting in daily office needs and managing the company's general administrative tasks.

This position is on-site in the Waycross office.

### **Essential Duties and Responsibilities:**

- Keep desk tidy and presentable.
- Greet and welcome visitors in a courteous and professional manner.
- Answer questions and filter information to the appropriate team member.
- Answer all incoming calls and redirect them or keep messages.
- Write and distribute email, correspondence memos, letters, faxes, and forms.
- Assist in the preparation of regularly scheduled reports.
- Update and maintain office documents including but not limited to schedules, service reports, and manufacturing plant shop orders.
- Serve as the point of contact for internal and external clients.
- Enter and process orders.

- Other duties as necessary.

**Requirements:**

- Strong communication and interpersonal skills.
- Excellent organizational and multitasking skills.
- Familiarity with office machines (fax, printer, etc.).
- Proficient in English (oral and written).
- Proficiency of MS Office, MS Word and MS Excel in particular.
- Ability to work independently and collaboratively in a team environment.
- High attention to detail and commitment to maintaining a professional image.
- Minimum high school/GED or equivalent (Preferred).
- At least one year experience in a customer service role (Preferred).
- Social media experience is a plus.

**Benefits:**

- 401K matching.
- Paid time off.
- Waiting period may apply.
- Job Type: part-time
- Pay: \$13.00 per hour

**Schedule:**

- Work schedule negotiable
- Office open Monday to Friday

**Experience:**

- Administrative Assistant: 1 year (Preferred)

**Ability to Relocate:**

- Waycross, GA 31503: Relocate before starting work (Required)

**Work Location: In person, Waycross**