



RESTAURANT DESIGN AND SALES

Job Title: **Office Administrator for Foodservice Design Consultant**

Direct Report: General Manager

Hours: 8AM-5PM, Monday – Friday

Compensation: Salary 30-40K, Health, Dental, Vision, 401K

Location: Bellevue, WA

Key Result Areas:

We are a 30 year old privately owned and operated design firm specializing in food service. Due to our recent growth, we are recruiting for an Office Administrator to support and assist our team of designers.

We are looking for a professional who prioritizes accuracy, reliability and speed in daily tasks, and can interact comfortably on the phone and in person with clients and vendors.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

Duties:

- Greet & direct all visitors
- Answer incoming calls and emails in a friendly and timely fashion
- Generally supports all departments as needed
- Generally manage the office
- Set & manage office schedule, appointments & meetings
- General clerical tasks -- filing, photocopying, printing)
- Answer phones & check messages
- Get, open, date stamp & distribute mail
- Manage, order & keep stocked all office supply inventory
- Water plants
- Create hard & electronic job files & folders for projects
- Light office cleaning
- Package old project files into storage boxes annually
- Makes all travel arrangements
- Takes meeting notes & distributes to required parties
- Manage logistics -- schedule pick-ups/deliveries & track shipments
- Keeps track Of employee attendance, sick days, vacation, etc.
- Sets up company video conferencing as required
- Lead & manage weekly project & office meeting -- keep "live" agenda
- Lead & manage monthly office meeting "RDS-GDS Strategic Plan"
- Manages office hardware: copiers, wide format printers & phone system

- Respond to Customer Requests for Information (RFI's)
- Assist customers and technicians with requested appliances and parts for food service and laundry equipment
- Prepare vendor quotes and return completed quotes to customer in a timely manner
- Follow up with clients and suppliers concerning order status or other inquiries
- Issue purchase orders in accordance with established procedures

Characteristics Required:

- Proactive Work Ethic
- Enthusiasm For Learning New Things
- Attention To Detail
- Professional Appearance
- Ability To Organize & Multi Task

Skills & Experience:

- Proficient With All Microsoft Office Suite Products (Word, Excel, Power Point, Project, Outlook)
- Proficient written & oral communication abilities
- Must possess exceptional organization , grammar, proofreading, spelling and oral communication abilities
- Ability to maintain positive attitude under pressure and work effectively with diverse client types and design department team
- Competency using Auto Quotes but not required
- Ability to work independently or in a group

About the Company:

RDS/GDS is a leader in kitchen design consulting. We operate in many markets; independent restaurants & bars, casinos, corporate feeding, passenger vessels, fishing vessels and yachts.

Our mission is to provide a collaborative relationship in which our clients' needs are responded to with creative solutions that stand out in the industry, while respecting budget, timeline, site, cultural and environmental constraints.

Our team culture embraces the values of enthusiasm and toughness. We are prepared, reliable and conduct our business affairs honestly. Collaborative teamwork within promotes growth and is part of our core and foundation.

Learn more about our company at our websites:

www.restaurantdesignandsales.com

www.galleydesignandsales.com

Qualified candidates please reply to: info@restaurantdesignandsales.com

All candidates should include their resumes and a brief description of why you would like to work with us. All emails should be sent with the subject heading, "Office Administrator".