

ADMINISTRATIVE ASSISTANT

The Administrative Assistant (AA) will provide administrative support to Diversity Connected management staff to assist in providing exceptional service to our direct and indirect customers at all contact points. The Administrative Assistant serves as the primary point of contact by phone and in-person on site at clients' offices as needed.

The AA will function as primary liaison for category management and event execution tasks, as well as assisting supervisors with staff scheduling and acting as administrative assistant to the team as a whole.

The AA will build and run centralized Key Performance Indicator (KPI) reports weekly for our teams, working with the client to tailor these reports to meet their goals.

The Administrative Assistant will also communicate regularly and confidentially with the executive team to ensure administrative and legal compliance on all paperwork and to help coordinate company events.

KEY AREAS OF RESPONSIBILITY

- Run Key Performance Indicator reports and prepare executive summary findings each week. Disseminate reports to the internal and external team each week
- Cultivate a deep knowledge of the proprietary software used internally, along with clients' products, and be able to communicate product features, nuances in the data and seasonality of the products to our direct and indirect customers.
- Remain current on industry and able to inform customers of all new developments in the industry.
- Cultivate an understanding of our customer, what they are looking for and how we can meet their needs.
- Maintain a professional appearance, including wearing personal protective equipment materials at all times.
- Maintain retail readiness and partner with local store staff for event executions.
- Must be present and punctual; work a flexible schedule when needed, including evenings, holidays and weekends.
- Execute in-store retail merchandising activities as outlined in project plans.
- Ability to sell-in promotional displays and features to Walmart store management.
- Communicate effectively with store personnel regarding tasks, sales activities, promotions, and client objectives.
- Successfully execute work independently and/or as part of a team.



- Provide support to shoppers in store as required.
- Manage scheduling of work to ensure timely completion.
- Accurately report all completed retail activity via the appropriate designated systems on the day the work is performed.
- Access web based applications to check schedule for work assignments, report project status, record time and mileage, and complete training activities.
- Ensure proper handling of all company provided equipment.

POSITION REQUIREMENTS

- High school diploma or general education degree (GED); prior retail experience is preferred, but not required.
- Strong interpersonal, organizational and decision-making skills.
- Basic computer and internet skills.
- Access to the internet, a printer and mobile device, smart phone preferred.
- Access to reliable transportation.
- This position requires the ability to stand, walk, use hands and fingers, reach with hands and arms, talk or hear, stoop, kneel, crouch, climb, or balance.
- You must be able to regularly lift up to 25 pounds and to occasionally lift up to 60 pounds from the floor to waist or chest high.
- Product resets can be very physical in nature.
- Reset activities could include removing items from the shelf, moving shelves, building fixtures, and displays, reorganizing the products according to the planogram provided, replacing shelf tags, filling new products, and retrieving additional stock when necessary.

COMPENSATION

We offer a flexible schedule and competitive pay. This role acts as the brand representative within retail locations such as with Walmart. Join the Diversity Connected team, supporting our clients, delivering excellence in service.

Offer Highlights:

Competitive Pay Rates

Flexible Work Schedules

Paid Training

Health, Dental and Vision Insurance

Part Time Benefits

Salary: \$13-\$19 Per Hour