



JOB DESCRIPTION:
ASSISTANT OFFICE ADMIN – LONGVIEW BRANCH

Hours of Work – 8:00am to 5:00pm

JOB SUMMARY

The Assistant Office Admin will support the Office Administration team at the R&K Distributors facility in Longview, Texas. The Office Administration team is made up of the Office Manager, Assistant Office Manager, and the Bookkeeper. This new Assistant Office Admin role has been created to support those three positions with the expectation that the new admin will train and learn a portion of those responsibilities of the Office Administration team. This new role will train with those current employees and will also train for the position through webinars designated by the management team. Due to the collaborative nature of this role, any potential candidate for the Assistant Office Admin position will need to have the ability to work with others in a positive manner and be willing to be a team player.

JOB RESPONSIBILITIES

- Train and become familiar with the company's route accounting system (RAS) which includes Beverage on the Web (BOW) and its legacy platform.
- Assist with monthly Distributor's Report submitted to the TABC.
- Key in Purchase Orders (PO's) from supplier partners
- Assist with the completion of the daily inventory process.
- Assist with setting up new accounts in Beverage on the Web (BOW)
- Assist with reporting in BudNet; this can include PO's, order logs, credits and pricing bulletins.
- Assist with setting up new vendors.
- Assist with managing and filing the account payables.
- Help answer incoming calls through the phone system when requested.

EXPERIENCE AND SKILLSET

- Proficient with the Microsoft Office Suite (Outlook, Word, Excel, Powerpoint).
- Ability to learn new technological platforms and software.
- Ability to work with co-workers in a positive way.
- 5 years' experience in an office environment or a Business Administration degree.
- Beverage business experience is preferred, but not required.



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