



JOB TITLE: Administrative Assistant
REPORTS TO: Plant Manager

LOCATION: Charlottesville, VA
FLSA STATUS: Non-Exempt

JOB SUMMARY:

The **Administrative Associate** for our **Charlottesville location** is responsible for ensuring efficient operation of the office through a variety of tasks related to time management, organization, and communication via phone and email. This important position requires the ability effectively assist employees, supervisors, and administrators through professional communication, ensuring all duties are completed accurately and in a timely manner.

If you're ready to join a dynamic team and put your skills to use fulfilling the mission of the company, be sure to apply today!

WHAT WORKING FOR PCVA PROVIDES:

- Competitive pay
- Comprehensive health and wellness benefits
- PTO – Paid Time Off
- Company paid life and disability insurance
- Tuition Assistance
- 401(k) with employer match and profit sharing
- Learning and development opportunities
- Working with an essential company with stable employment

And more . . .

A TYPICAL WEEK FOR ADMINISTRATIVE ASSISTANT:

- Support the operational systems, processes, and policies of organizations mission -- specifically, support accurate reporting, information flow, office process and organization.
- Exceptional administrative assistance skills, over the phone and in person, with our customers, supervisors, and employees.
- Ability to handle multiple projects with accuracy through prioritization, problem solving, and time management.
- Clerical duties to include:
 - Answer, screen, and transfer inbound phone calls
 - Answer the front door, and receive visitors as needed
 - Photocopying, scanning, faxing, and mailing
 - Maintain digital and hard copy filing system
 - Prepare written responses to routine inquiries
 - Prepare and modify documents such as reports, policy drafts, memos, presentations, and emails
 - Open, sort, and distribute incoming correspondence
 - Prepare monthly production meeting agendas and prepare minutes of the meetings for distribution
 - Run various company errands

- Handle sensitive information in a confidential manner
- Maintain accurate, up to date reports to include assigned specific accounts and missing DSD recap.
- Oversee Pre-Employment, New Hire Orientation, and continued on-boarding processes
- Serves as a backup for approving select employees' timesheet when applicable
- Maintain and update Company Fuel Card Reader system as needed and issue fuel cards to appropriate employees
- Order and issue uniforms to employees at the Charlottesville location.
- Adheres to all company policies, standards and procedures (e.g. OSHA, DOT and safety requirements, GMP, AIB and Pepsi standards, Federal/State/Local laws); wears all required personal protective equipment.
- Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands. Performs other related duties as required.
- Type up and maintain Convenience and IGA programs.
- Key in and maintain promotional deals.

WHAT YOUR BACKGROUND LOOKS LIKE:

- High School Diploma preferred
- Entry level administrative skill set
- Moderate skills required, Microsoft Word, Excel, PowerPoint, Outlook
- Other Requirements: Skill in: internal Customer service in a variety of settings. Ability to: work quickly, independently and efficiently without direct supervision; multi-task; solve problems; adapt to changing tasks and priorities; and; communicate effectively with other employees; relate to employees and develop good working relationships; other functions, skills and abilities may also apply.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; squat or kneel; bend; manually manipulate; reach outward and above shoulders; and climb. With proper training and equipment, the employee must safely and regularly lift/carry or push/pull up to 25 pounds.

Family owned and operated for since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.