



**JOB TITLE:** Administrative Assistant  
**REPORTS TO:** Office Manager

**LOCATION:** Warrenton, VA  
**FLSA STATUS:** Non-Exempt

### **JOB SUMMARY:**

The ideal candidate will demonstrate the ability to multitask, while working in a fast-paced, ever-changing environment. You will be self-motivated, proactive, maintain a strong emphasis on organization and an unwavering attention to detail. This is a demanding role that needs someone with good judgment, a teamwork mindset and great communication skills. The ability to effectively assist supervisors and administrators is essential. You will have the opportunity to have meaningful impact, grow your skills, and have fun in this challenging and exciting role!

### **PRINCIPAL FUNCTIONAL RESPONSIBILITIES:**

- Support the operational systems, processes, and policies of organizations mission -- specifically, support accurate reporting, information flow, office process and organization.
- Exceptional administrative and customer service skills, over the phone and in person, with our customers and internal departments
- Ability to handle multiple projects with accuracy through prioritization, problem solving, and time management
- Administrative duties to include:
  - Answer, screen, and transfer inbound phone calls
  - Answer the front door, and receive visitors as needed
  - Photocopying, faxing, mailing, and scanning
  - Maintain digital and hard copy filing system
  - Prepare written responses to routine inquiries
  - Prepare and modify documents such as reports, drafts, memos, and emails
  - Open, sort, and distribute incoming correspondence
  - Run various company errands
  - Handle sensitive information in a confidential manner
- Prepare requests for Vending Service Calls
- Maintain accurate, up to date reports to include Out of Date Report and Overtime Report
- Assist Office Manager as needed for Assigned Specific Accounts, Past Dues, Error Corrections, Daily Sales by Route, and Missing DSD Recap.
- Prepare monthly Gym Reimbursements as requested.
- 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.
- Document and train on standard operating procedures for processes as needed
- Performs other related duties as required.

**ESSENTIAL QUALIFICATIONS AND SKILLS:**

- High school diploma or GED equivalent preferred
- Must pass a pre-employment drug screen and background investigation
- Demonstrate strong computer skills in Microsoft Word, Excel, PowerPoint, and Outlook
- 2+ years of related administrative experience
- Advanced written and verbal communication skills
- Outstanding organizational skills (time management and follow up)
- Proven ability to work in a team environment
- Strong attention to detail and communicate effectively with internal and external customers
- Demonstrate initiative, strong multi-tasking skills, good judgment, and sense of urgency
- High levels of integrity and discretion

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