



JOB TITLE: Sales Administrative Assistant
REPORTS TO: Sales Manager

LOCATION: Warrenton, VA
FLSA STATUS: Non-Exempt

JOB SUMMARY:

It's an **exciting** time to work for Pepsi-Cola Bottling Company of Central Virginia! Our **Warrenton (New Baltimore)** facility is searching for an **Administrative Assistant** for our Sales Division. In this important role, you will be responsible for ensuring efficient communication with customers via phone and email. This **career** opportunity requires the ability effectively assist supervisors, Sales Reps, and customers through **professional** communication, ensuring all duties are completed accurately and in a timely manner.

If you're ready to become an established Administrative professional, complete our application today!

WHAT WORKING FOR PCVA PROVIDES:

- Competitive pay
- Comprehensive health and wellness benefits
- Paid vacation time
- Six paid holidays
- Company paid life and disability insurance
- Tuition reimbursement
- 401(k) with employer match and profit sharing
- Learning and development opportunities
- Mentorship and a career pathway
- Working with an essential company with stable employment
- And more . . .

WHAT A TYPICAL DAY OF OUR ADMINISTRATIVE ASSISTANT WILL LOOK LIKE:

- Support the operational systems, processes, and policies of organizations mission -- specifically, obtain customer product orders, 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
- Will meet Sales goals and expectations for assigned group of customers
- 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
 - 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 as needed
- Maintain accurate, up to date reports to include Quality Control Reports, and Monthly/Quarterly Sales reports.
- 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
- Document and train on standard operating procedures for processes as needed

WHAT YOUR BACKGROUND LOOKS LIKE:

- Prior experience providing administrative support
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Excellent communication skills, both verbal and written.
- Ability to service internal clients, anticipating and supporting their needs
- Can comfortably work within a fast-paced and deadline driven environment
- Accuracy, organizational skills and attention to detail is a must
- Able to maneuver up to 25 lbs. throughout the workday

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