



# Administrative Assistant

## Qualifications

- Organized *Our Administrative Assistant is on top of tasks, to-do lists, time management, and space. We are looking for someone who can organize an address list, a junk drawer, or shoebox full of receipts with ease and a smile.*
- Systems Master *Consistency is the name of the game around here. Our Administrative Assistant will maintain the systems and processes we've created so things can run like a well-oiled machine. If a task doesn't have a system, you'll need to create one so we can get dependable results every. single. time.*
- Detail-Oriented *Details matter to us. We're looking for a team member who pays attention to the little things and cares about them in the work they do.*
- Grammatically Excellent *We're looking for someone who is fanatical about punctuation, spelling, and diction. Part of your job will be to catch our mistakes. We can't be worried that we'll have to catch yours.*
- Tech Savvy *We don't need a coding wizard (we already have one of those!) but we do expect our Administrative Assistant to be able to figure out formulas in a spreadsheet, troubleshoot Google Calendar syncing problems, and know how to teach themselves a new software platform.*

## Responsibilities

- Support Executive with task management, scheduling, and email drafting
- Meticulously maintain our contact database so we always have up-to-date info
- Manage sales pipeline so the team knows precisely who is in which stage of the process
- Research and send fun gifts to our fabulous clients
- Maintain beautiful office space + make sure supplies are always well stocked
- Help our team with administrative tasks as needed

*RW Elephant is mighty inventory software that's friendly and easy-to-use. We help rental businesses around the world show off their great products, keep track of what's going where when, and make running their event rental businesses a little more fun.*

## Specifics

- 35 hours per week, Monday through Friday
- Work from our downtown Fullerton office
- Non-exempt employee position (not temporary or contract work)
- \$20-23 per hour (depending on experience)

## Bonus Skills

*(not required)*

- Knowledge of Adobe InDesign and/or Illustrator
- Beautiful handwriting
- Fluent in Spanish or French
- Loves to make Instagram Reels
- Interesting hobbies like semi-pro road trip DJ, amateur photographer, or roller skating champion

## How to Apply

We can't wait to get to know you!

Please send your resume on over to

[HIRE@RWELEPHANT.COM](mailto:HIRE@RWELEPHANT.COM)