



## Administrative Associate

*Administrative Associates support various departments within Big Rock Sports. We look for individuals who are customer-oriented, and who take pride in doing a job right the first time.*

*Administrative Associates may have direct interaction with Big Rock Sports' customers, or they may work directly with vendors of the company. Regardless of the position for which you are applying, a strong customer service orientation is absolutely necessary to succeed in these positions.*

### Essential Duties and Responsibilities:

- Greet customers and/or vendors in a courteous, friendly, and professional manner;
- Prepare complete and accurate work, and update customer/vendor files;
- Prepare correspondence;
- Contribute ideas on ways to resolve problems to better serve the customer;
- Communicate effectively with individuals/teams;
- May handle cash and deposits;
- Perform all duties and responsibilities in accordance with Big Rock Sports' safety guidelines, including but not limited to: safe operation of all machinery, tools, and equipment; proper use of safety devices; maintain housekeeping standards.

### Qualifications/Requirements:

- 18 years of age or older
- High school diploma or GED
- Legal authorization to work in the United States
- Successful completion of a criminal background check and drug screen
- Knowledge of basic computer operations, specifically Microsoft Office
- Strong written and verbal communication skills
- Solid problem solving skills
- Basic accounting knowledge is required for Finance positions (Accounts Payable, etc.)
- Dependable with proficient attention to detail
- Ability to work overtime, when necessary
- Ability to simultaneously operate a computer and talk on the phone

OUTFITTING THE NORTH AMERICAN SPORTSMAN<sup>SM</sup>

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