

Administrative Assistant

Butterball Farms, Inc. is a world-class food manufacturer on a mission to Enrich Lives and has been recognized as a West Michigan and National Best and Brightest company to work for three years running. With over 60 years in the industry Butterball Farms, Inc. is proud to give back to our employees, communities and neighbors. We imagine butter differently, have a highly recognizable client list and are known by our customers for our innovation, reliability, responsiveness, and our value-add approach to business. Our amazing culture is recognized globally. We are financially sound, rapidly growing and poised for continued success.

Are you a self-starter looking for a fast-paced innovative environment where you can manage multiple projects and tasks simultaneously? Do you like to take care of details and provide support to multiple people to help the team be successful? This opportunity may be what you are looking for. Butterball Farms, Inc, is currently seeking a highly-motivated, results oriented full-time Administrative Assistant to join our growing organization based in **Grand Rapids, MI.**

The selected applicant will be responsible for creating a professional and customer-centric first impression to reflect our company mission and values through quality and responsive in-person and telephone interactions with internal and external customers.

Essential responsibilities will include:

- Take accurate meeting minutes for and support multiple teams
- Executive Team calendar management
- Coordinate ongoing meetings – scheduling, reserving rooms
- Coordinate quarterly communication meetings – responsible for taking notes during the meeting.
- Being proactive and supporting employees
- Back-up coverage for reception/telephone
- Onboarding/offboarding checklist
- Pick up employee gift cards
- Welcoming visitors
- Filing (paper and electronic)
- Refill form center
- Posting information on BNN
- Metrics for HR
- Research various topics as needed
- Coordinating with CTO in regards to scheduling employee meetings
- Order Entry
- Support HR and other departments with various administrative tasks
- Coordinate Customer/Agency/Sales Visits to HQ (tours and meetings). Also assist with any Food Show coordination.
- Assist with executing Samples to existing and prospective Customers
- Onboarding/offboarding duties including entering employee information into multiple systems

- Invoice reconciliation
- Travel management and reconcile expenses
- Support with various projects
- Support coordination of customer visits Travel and meeting (internal and external) planning
- Event coordination / part of Employee Development Team
- Vendor management, ie, ordering company logo material, benefit information
- Other duties as assigned by Manager

The attributes and experience that are desired:

- Honest, ethical and positive approach
- High attention to detail and accuracy
- Impeccable organizational skills with ability to balance and prioritize own time and responsibilities with the schedule of executives
- Strong and effective interpersonal skills in communicating and listening to others
- Strong communication skills – written and verbal
- Ability to thrive in a high energy, deadline and results driven organization
- Friendly personality
- Open and transparent communication
- Good keyboarding/typing skills
- Flexible to changing priorities
- Event planning and coordination
- Working knowledge of administrative and clerical procedures and systems
- Ability to work in a team environment
- Ability to multi-task
- Ability to set priorities
- Ability to read or listen to someone and understand the points being made and able to articulate the summary of points
- Excellent working knowledge of all Microsoft Office programs Excel, PowerPoint Presentation, Outlook, Visio, MS Project. Embrace technology.
- Problem-solving abilities by using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions and approaches to problems
- A proactive approach to identify problems as well as potential problems
- Ability to work autonomously as well as with a team
- Ability to identify and implement improvement to processes – not just doing a task repeatedly that doesn't make sense.
- Strong writing skills
- Current with technology and ability to utilize to improve efficiency
- High school diploma required, Associates or Bachelor's degree in Business Administration preferred
- Two to three years of experience providing support at an executive level preferred

If you have the above qualifications and want to be part of a growing, fast-paced organization that lives the mission of " *Enrich Lives* ", please email your resume to resumes@butterballfarms.com.

Butterball Farms, Inc. is proud to be an Equal Opportunity Employer