

GIRL SCOUTS OF CENTRAL & SOUTHERN NEW JERSEY, INC.

POSITION DESCRIPTION

JOB TITLE: Administrative Assistant – Product Programs

DEPARTMENT: Director of Product Programs

REPORTS TO: Manager of Product Programs

POSITION SUMMARY:

The Administrative Assistant for Product Programs reports directly to and works closely with the Manager of Product Programs.

This position is responsible for overseeing the operations of the product program in a designated geographic area of the Council.

PRINCIPAL ACCOUNTABILITIES:

- Provide customer service to the volunteers
- Perform day-to-day monitoring of sales campaigns
- Assist in processing orders; data entry
- Process girl incentives
- Attends Council program activities including trainings; assists in preparation and planning of program and promotional activities
- Monitor inventory during the sales and ensure that inventory levels meet the needs of the troops
- Complete reports and other paper work in a timely fashion.

JOB REQUIREMENTS:

EXPERIENCE:

Minimum 1-2 years experience in retail sales; Girl Scout experience preferred.

SKILLS:

- Knowledge of all age level Girl Scout program, as it currently exists and as it will change as a part of the GSUSA Core Business Strategy
- Knowledge of all GSUSA print material and badge requirements by age level.
- Customer service focus in all interactions.
- Outstanding written and oral skills.
- Demonstrated ability to work independently; manage multiple priorities, creatively solve problems, and foster a pluralistic environment.
- Flexibility, creativeness, and self-motivated.
- Subscribes to the principles of the Girl Scout Movement; Girl Scout experience preferred.
- Ability to work a flexible schedule and provide own transportation for travel within the council jurisdiction.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT TO BE USED:

Incumbent must be fully computer literate and able to use various software programs, i.e., Word processing, Spreadsheet.

The incumbent must have the ability to operate other office machines such as fax, calculator, and business telephones.

TYPICAL PHYSICAL DEMANDS:

The position requires:

- Frequent mobility and/or sitting required for extended periods.
- Some bending and stooping required.
- Occasional lifting up to 50 pounds of boxes or paper or equipment.
- Manual dexterity to operate computer keyboard, calculator, copier machine, and other office equipment.
- Ability to read numbers, reports, and computer terminals.
- Hearing within normal range for telephone use. Occasional high stress work may be required in dealing with volunteers/staff.

TYPICAL MENTAL DEMANDS:

The incumbent:

- Must be able to react favorably in all work situations.
- Must be mentally adaptable and flexible in dealing with a variety of people.
- Is frequently called upon to handle difficult situations.
- Be able to analyze many variables and choose the most effective course of action for the council at any given point in time.
- Handle novel and diverse work problems on a daily basis.
- Have emotional stability and personal maturity
- Must be able to analyze causes of interpersonal conflict and resolve complex communications issues (i.e., undefined roles, objectives, and information gaps).
- Ability to listen to people, perceive the real problems, and bring issues to a successful conclusion.

WORKING CONDITIONS:

Evening and/or weekend work is required.

The job requires driving 10% of the time – to get to meetings, programs, other Council functions.

Also required:

GSUSA Membership

HIRING RANGE: \$21,800 - \$28,300