



Office Administrator

Amazing Grass



We're More Than a Greens Company, We're a Movement

For over 3 generations we've organically grown and harvested the most nutrient-dense greens on Earth.

Today, we authentically craft our greens with the highest quality plant-based superfoods curated from around the world in partnership with farmers who are committed to the same sustainable practices.

As the category leader, Amazing Grass sells and distributes a broad range of plant-based nutritional products through premium retailers such as Whole Foods, Sprouts, Costco, Target and Amazon.

The Position

This position will be based in Amazing Grass' offices in Newport Beach, CA.

The Office Administrator will report to the Vice President, Operations.

Major Responsibilities

Responsible for overall office management, including reception, mail, purchasing and facilities. The position supports customer service, interfacing with retail customers, consumers, sales brokers and company employees. The role is also responsible for supporting quality/regulatory compliance and HR functions.

- Review all incoming mail (post office, electronic general mailboxes). Open, sort, resolve (if appropriate), distribute.
- Facilitate the purchase of office supplies, furniture and equipment.
- Manage booking of airline, ground and accommodations reservations for staff.
- Supervise the maintenance of the office equipment, including copier, HVAC, etc., working with vendor and the property management company when necessary.
- During periods of high call/order volume, the office administrator will help to cover the phones, assist with order entry and field customer service inquiries/requests.
- Provide additional support to marketing and sales for ad hoc special projects such as group/mass mailings to customers or sales team.
- Support IT team in communicating office needs, escalating issues and service requests as needed.
- Assist in scheduling and facilitating team events and meetings.
- Management of multiple executive expense reports and that of the office purchasing card.
- Day to day office maintenance and organization with a strong focus on maintaining visual presentation and function for the team's use.

Consumer Products experience is preferred. A passion for wellness and natural products is a must. Prior relevant experience required. The candidate must be skilled in Microsoft applications including Word, Excel and Outlook. Excellent organizational, verbal and written communication skills and positive attitude a must.

Essential Qualifications

The successful candidate for Office Administrator should have relevant or similar experience in the following areas:

- **ERP Experience.** Ideal candidate will have experience working in an ERP system (Netsuite and or SAP a plus). Minimally, candidate must have hands-on experience in electronic processing of orders.
- **Expense Report Management:** will have had direct experience managing multiple expense report accounts with timely and accurate report submissions (Concur experience a plus).
- **Pleasant and Professional Communication Skills:** The ability to provide a warm, welcoming experience as well as clear and accurate responses and/or routing of requests is critical to the role. Each customer (internal and external) should finish the experience with the information they needed and feeling valued.
- **Problem Solving:** As a lean operation, individuals across levels must have and demonstrate the ability to identify issues and develop corrective courses of action.
- **Hands-On Support:** A key aspect of Amazing Grass' competitive dynamics is participation in industry trade shows and product demonstration events. As a lean organization, team members across functions support these efforts. Employees must be willing to travel and be able to lift, carry and transport boxes and materials up to 25lbs.
- **Multitasking Skills:** The ability to thrive in an environment where multitasking is critical to success in the role. Activities must be handled concurrently without sacrificing accuracy.

In addition, ideal candidate must have: strong communication and analytical skills. Excellent organization, verbal and written communication skills, along with positive attitude are a must. Ability to maintain a pleasant and professional demeanor at all times

Netsuite, SAP, and Concur experience strongly preferred. Must be skilled in Microsoft applications including Word, Excel and Outlook.

Physical Requirements

- Employee must be able to perform essential functions of position with or without reasonable accommodations. Must be able to sit for extended periods of time within a typical office environment.
- Ability to look at a computer screen for extended periods of time.
- Ability to maintain a professional demeanor within a flexible work environment.
- Must have close visual acuity to view a computer screen; prepare and analyze data and information; transcribe information; and read.
- Must be able to talk; express or exchange ideas by means of the spoken word; those activities where detailed or important spoken instructions or information must be conveyed to others accurately, loudly or quickly (by phone or in person).
- Must be able to hear; perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

- Employees must be willing to travel and be able to lift, and carry and transport boxes and materials up to 25lbs and stand for periods of time.

The Person

Beyond the above qualifications, candidates must possess the following personal attributes:

- **Organization and Multi-Tasking Skills.** We are obsessively thoughtful, every detail matters. The position has primary responsibility for efficient organization. This person must be effective in working under deadlines, prioritize issues and manage concurrent projects.
- **People Skills.** We are authentic and approachable. An ability to build positive, pleasant, and productive relationships with customers, partners and team members is essential. Like our products, we are honest and real, no added preservatives.
- **Passion to Win.** We are a passionate group of confident people, bold in our actions. The Team is enthusiastic and committed to improving the health and lives of our consumers. This enthusiasm and confidence fuels our competitive advantage. Our energy is contagious...pass it on!
- **Positive, Fun and Optimistic Environment.** We strive to create a hard working, lively environment that is enjoyable and rewarding. Our Team is encouraged to be collaborative and bring their own unique personality and style. We are light hearted, fun and simply inviting...come on in!