

Position: Part Time Seasonal Product Sales Administrative Assistants (4 openings)

Locations: GSGLA Service Centers in Lancaster, Montclair, Woodland Hills and Arcadia

Reporting to: Regional Product Sales Managers

POSITION SUMMARY:

The Product Sales Administrative Assistant (PSAA) is responsible to aid the Product Sales Manager (PSM) to efficiently execute the council product programs at a regional level, with assigned service units.

This position provides for a flexible schedule for the months of June and July and may be curtailed for from 6-10 weeks during that period, depending on actual work load which will be determined on an individual basis.

MAJOR ACCOUNTABILITIES

- To provide courteous, consistent, professional and knowledgeable customer service.
- Organize paperwork, documentation, training materials.
- Aid with distribution of materials, recognitions, and information.
- Assists Product Sales Volunteers via telephone and email with positive, responsive customer service.
- Assist PSM by providing support at local cupboards.
- Ability to work independently and as part of a large team.
- Work closely with Membership, Volunteer Development, and Program staff for the enhancement of Product Sales Programs.
- Other duties as assigned.

SKILLS, EXPERIENCE & QUALIFICATIONS

- Lift or move up to 25 pounds repeatedly during product sales campaigns.
- Prior experience in an Administrative capacity desirable.
- Current driver's license, auto insurance and ability to travel locally.
- Ability to work independently and be self-motivated.
- Knowledge of database software, internet, spreadsheet & word processing software.
- Ability to handle multiple tasks.

EDUCATION

Associate's degree preferred.