



JOB DESCRIPTION

POSITION SUMMARY

We are seeking a motivated Executive Assistant to join our fast-paced start-up team. A perfect candidate will value our mission to create crave-worthy and allergen friendly foods and be excited to help support Bare Life's growth. The Executive Assistant will be assigned by the President to assist with the internal operations of the company as well as to develop and cultivate sales as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The essential functions include, but are not limited to the following:
- Attending tradeshows and performing product demonstrations.
- Researching, comparing and analyzing various products and companies.
- Support, assist and coordinate supply chain management and the production and development of products.
- Coordinate completion of relevant paperwork.
- Maintain and organize the office paperwork and filing systems.
- Check, update and maintain inventory.
- Fulfill and ship online and retail orders.
- Assist in developing and cultivating sales opportunities for products with wholesale and retail partners.
- Act as point of contact for wholesale and retail partners, supporting communication.
- Act as point of contact for customers, supporting communication between the company and consumers.
- Assume a professional and courteous role in interacting with customers.
- Editing and writing content for blogs, cookbooks, email marketing campaigns, presentations and/or for other media outlets.
- Creating new corporate procedures as necessary.
- This position will require minimal travel in the New England area.
- Notify manager daily on all projects, with regards to project status, completion time, and any problems that may have arisen during the course of the project.
- Understand company policies and procedure.

BENEFITS

We offer a competitive compensation plan including benefits including paid time off for holidays, vacation and sick days, 401(k), medical, dental and tuition reimbursement and the opportunity to achieve annual performance based bonuses. Some OT required when authorized.



MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Some College Education
- Strong organization skills
- Detail oriented
- Ability to follow instructions and interpret information
- Flexibility and ability to think creatively and solve problems
- Talent for multi-tasking and prioritizing
- Talent for providing excellent customer-service
- Ability to communicate effectively orally or in writing with customers, management, colleagues and other technicians
- Works well on a team
- Proactive willingness to learn new software systems
- Ability to travel on request or as project dictates
- Valid state driver's license

SYSTEMS EXPERIENCE

- Proficiency with Microsoft office
- Familiarity with Slack, Google Drive, Canva and Asana are preferred
- Skill in photoshop and illustrator are also preferred

If interested please email your resume and cover letter to careers@eatbarelife.com