



The Tools You Need to Win at Retail™

Receptionist

Overview

At Accelerated Analytics, we've been collecting, analyzing and reporting on POS and EDI 852 data for some of the biggest brands in DIY, Home & Hardware, not to mention Beauty, Consumer Products, and Fashion, since 2003. Our team includes talented project managers, engineers, and business analysts with a passion for retail and a knack for numbers. And our dynamic sales, creative and administrative staff keep us inspired and our business moving forward. Learn more by visiting www.AcceleratedAnalytics.com.

Location

Bradenton, FL

Job Description

Part-time 25 to 28 hours per week

The Receptionist will play an important role in ensuring the smooth operation of the office through various administrative, research and general support duties. Reporting to the Office Administrator, this role will also provide administrative support as needed to company Directors.

Responsibilities

- Greet visitors at front desk
- Maintain and order all office supplies
- Manage and distribute all incoming and outgoing mail and deliveries
- Help maintain common office areas
- Provide administrative support to company directors
- Maintain inventory levels and ordering of marketing collateral, literature and supplies
- Provide support to the Sales and Marketing Team as needed, including CRM database management, industry research, special projects and other specified tasks
- Willingness to accept new challenges and assignments

Requirements

- High school diploma or associate's degree
- 2 years' minimum administrative experience
- Proficiency with core Microsoft Office tools (Outlook, Word, Excel, Power Point)
- Proficiency in using internet for research and for business applications
- Familiarity with CRM systems a plus

9135 58th Dr E.
Bradenton, FL 34202

www.acceleratedanalytics.com

941-746-2073



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- Energetic, self-motivated and dependable to be able to work independently with limited supervision. Able to manage multiple tasks.
- Strong communication skills with an attention to detail.
- Valid US driver's license
- Valid US Passport – or ability to obtain a passport after starting employment

What We Offer

- Competitive hourly salary
- Retirement plan with company matching
- Company paid life insurance

To apply, please complete our initial hiring assessment by clicking the link below.
<http://www.ondemandassessment.com/verify/apply/DDDeqAS/CDnDPTbE>

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