

# Bedford Falls Book Fairs

Draft: 8/9/2022

## Job Description - Office Generalist

### Overview

The core duties of the Office Generalist position revolve around supporting the company and its managers for the needs within the office environment. The job duties can vary widely depending on the needs of the day or week. Duties of this position include answering the phones, compiling reports and information and processing the POS Tablets that will be sent to and return from Book Fairs.

### Duties & responsibilities:

1. Have good communication skills and be highly organized.
2. They listen well to instructions given to them and understand the responsibilities of this critical position.
3. Excellent computer skills with the ability to create spreadsheets and reports.
4. Understands and can efficiently execute data entry as needed.
5. Able to fully understand the POS Tablet systems for assigning Tablets to schools for their book fair.
6. Assign the POS Tablet systems to schools as designated on the Project Sheet.
7. Able to upload and download information from the tablets into the system.
8. Ensure returning POS systems are cleared and ready to be reassigned to the next school.
9. Maintain the POS equipment (Tablets, Scanners, printers and cords) in good working order and validating them prior to being sent to a school.
10. Be able to troubleshoot POS issues that may be called into the office.
11. Answer incoming phone calls. Redirect them as needed.

12. Order office supplies.
13. Order and maintain marketing materials as needed.
14. Schedule appointments and maintain company calendars.
15. Assist with bookkeeping as needed.
16. Create and maintain filing systems.
17. Assist in coordinating meetings.
18. Maintain a clean and safe work environment.
19. Work as a team player.
20. Must be detail oriented.
21. This position reports to management.

**Salary Range: \$15.00 - \$20.00**

(based upon experience and prior job history)

**Education:**

1. College degree
2. Excellent computer skills

**Perks and Benefits:**

- Medical Benefits offered to full time associates
- 2 weeks PTO after 6 months of employment
- 6 paid holidays (prorated for part time associates)
- Flexible hours
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