



Administrative Assistant

Repurpose, Inc. - Los Angeles, CA

Job Purpose:

Repurpose, Inc. seeks an Administrative Assistant to work closely with and report to the Director of Operations. The ideal candidate believes in our mission to reduce plastics in our environment, and is a team player with excellent communication skills and a strong work ethic. Attention to detail, accuracy and confidentiality are of utmost importance.

Essential Responsibilities:

- Data entry – bills, invoices, excel spreadsheets
- Data gathering – collecting documents from various customer online portals
- Communicate customer orders to the warehouse
- Assist with accounts receivable discrepancy research
- Manage Amazon Seller's Central inventory and review payment detail
- Reconcile Credit Card statements
- File documents
- Keep office supplies, stamps, boxes, etc. stocked and organized

Skills & Qualifications:

- Must be a self-starter with extreme attention to detail, excellent follow-through, and a willingness to learn
- Must be well-organized and be able to multi-task and meet deadlines
- Familiarity with Quickbooks, Excel, and MS Office

Eligibility Requirements:

- 1 year of experience
- Bachelor's Degree

Compensation

\$14-\$16 per hour

Send your resume and cover letter to rp@repurposecompostables.com.

REPURPOSE, INC.

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Welcome To A Cleaner World