

# Maine Sport Outfitters

## Job Opportunity - Administrative Assistant

Maine Sport Outfitters has locations in Rockport and Camden and provides the region with quality products, knowledgeable professionals and dynamic outdoor programs that inspire a lifelong passion for the outdoors. Currently Maine Sport is seeking an energetic and professional team member to assist the organization with various administrative duties.

**Hours:** 20 hours per week

### Job Functions

- Audit POS system to ensure inventory and transactional accuracy
- Process daily cash out and ensure accuracy.
- Prepare Bank deposits
- Order office and store supplies
- Maintain spread sheets for month end and yearly performance statistics
- Mail pickup and distribution
- Manage phone calls to the office
- Assist with payroll processing

### REQUIREMENTS

#### Education

- Preferred: Associates Degree plus two years office work experience. Additional experience may be substituted for education requirement.

#### Required Skills

- Proficient in Microsoft Office Products/Software (Excel, Outlook, Word)
- Strong (verbal & written) communication and interpersonal skills;
- Ability to learn new programs;
- The ability to understand and produce basic financial documents

#### The Right Candidate Will Be:

- Friendly, with a positive attitude;
- Conscientious, organized and attentive to detail;
- A multi-tasker who enjoys varied responsibilities;
- Extremely organized and a quick learner;
- Able to prioritize competing tasks;
- Capacity to work effectively during occasional times with high work load.

#### Benefits

- Competitive salary and unique employee benefits