



Senior Administrative Assistant

The Senior Administrative Assistant provides support and coordination across business functions. The majority of support is for the sales and marketing staff, as well as significant internal and external customers. Server is looking for an experienced, dedicated Administrative Assistant to provide support to the team. If you are a go-getter looking for a new challenge, this position will be a great fit.

Headquartered in Richfield, Wisconsin, Server Products' portfolio includes a breadth of industry-leading food warmers, dry food dispensers, condiment and syrup pumps and other conservation solutions for the foodservice industry. Privately held and continually reinvesting, Server is regularly awarded service and innovation awards. Server is committed to global growth and innovation.

Essential Duties and Responsibilities (not all-inclusive)

- Interface with legal counsel in drafting and editing contract documents.
- Assist Sales and Marketing Team in providing reports and documentation to key customers and strategic partners.
- Assist pertinent parties with issues related to product quality, product change orders and commission adjustment requests.
- For Sales and Marketing team and Executive Staff, coordinate all tradeshows, rep training sessions, and other meetings, including meeting space, show documentation, order/shipping data, hotels, food, and other internal and external logistical requirements.
- As requested, assist members with business travel arrangements, including flights, hotel reservations and car rentals and participate in trade show set-up.
- Coordinate business meeting meal arrangements (onsite or offsite).
- Maintain data base of pertinent documents and agreements, including contracts and other materials related to customers, sales reps and other strategic partners, as well as update and maintain all other department electronic files.
- Assist in gathering data from identified sources in preparation of competitive/market price evaluations prior to a Server price increase.
- Work with team to gather and provide the necessary data for annual forecasts and quarterly updates.
- Provide support for purchasing.
- Provides project support to Executive Team members.

Education

Associate's degree preferred

Experience

Minimum of 3 years related administrative coordination in a sales and marketing environment

Job Requirements

- Professional attitude when approaching work assignments
- Ability to manage multiple priorities and complex tasks
- Basic math, analytical and reasoning skills
- Strong written and verbal communication skills
- Demonstrated ability to effectively work in a team environment and independently
- Strong desire to help customers
- Flexibility and proven ability to diagnose and resolve issues
- Strong ability to deal with problems while staying composed
- Advanced knowledge of Microsoft office products, especially Word, Excel, and Access
- Ability to ask the right questions and seek help where appropriate
- Interest and ability to think beyond the task at hand and understand how one's work fits into the broader landscape
- Self-starter, interest in continually challenging oneself and willingness to step outside of one's comfort zone
- Ability to respond to all communications effectively and in a timely manner
- A flexible attitude, excellent time-management and proven organizational skills with the ability to prioritize
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Strong benefit package: Health, Dental, Flex spending, 401K, Profit Sharing, Vacation, Personal/sick time, STD, Life, Tuition & Wellness Reimbursement, Employee Referrals

If you are interested in this opportunity, please submit resume, cover letter and salary expectations.