



## **Administrative Assistant Job Description**

Melrose Park Logistics (MROS) is an Amazon Delivery Service Partner. We are seeking a motivated and hard-working individual to fill an Administrative Assistance (AA) position.

### **Job Description**

The Administrative Assistant plays an important role in operation efficiency and the day-to-day functions of the business. The person who fills this role must be able to effectively follow directions and work both independently and within a team. The AA will have keen attention to detail and be skillfully organized. This position requires someone who is a great communicator and able to thrive in a fast paced environment. Overall, the Administrative Assistant must effectively support the Operations Manager and Leadership team through administrative tasks and reporting.

- Organize and distribute weekly DA performance metrics and other reports to Management
- Create, update, and organize company files (Both hardcopy and electronic)
- Responsible for hiring Driver Associates (DA)
- Assist new Driver Associates with onboarding and setup on all company applications
- Meet and greet every Driver Associate after their Amazon training
- Assist Ops Manager with Step Van Program
- Manage DA Incentive Program
- Manage DA timeclock and punches
- Assist with creating and manage DA Journey Program
- Act as a liaison between Ops Manager and Amazon
- Observe, document and report Under The Roof/load out time every morning
- Attend weekly meetings
- Suggest new project ideas for operational improvement to Management
- Additional duties as assigned

### **Skills and Experience**

- Microsoft Office – specifically Excel & Word, and Powerpoint (Required)
- Google Drive - (Preferred)
- Payroll (Preferred)
- (3) Three Years Administrative Assistant Experience (Preferred)
- Problem solving

### **Salary and Benefits**

Job Type: Full-time

Pay: \$40,000.00 per year

#### **Healthcare**

**Dental**

**Vision**

**PTO**

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