



A Cake Life

Administrative Assistant

A Cake Life is a leader in innovative and on-trend cakes and mini desserts of the highest quality. With desserts ranging from chic wedding cakes to rice krispy treats, we help our clients realize their dream dessert vision for their event or celebration. At A Cake Life, we're energetic and passionate about what we do. Because of our continued expansion, we are looking for a detailed oriented and positive individual who enjoys making a difference, being a part of a team and takes pride in their career to work in our fast paced office.

Description

- Part time position available.
- General office duties including answering phones, emailing, word processing, data entry, invoicing, processing payments, and maintaining calendars
- Run company's errands to supply store
- Assist with the delivery and set up of cakes as needed
- Other duties as assigned

Qualifications

- 1+ year of hands on administrative support experience
- Proficiency in MS Word, MS Excel, and Gmail is a must
- Excellent communication skills – written and verbal
- Ability to prioritize projects
- Good research skills and attention to detail
- Flexible schedule: able to work weekends
- Must interpret, understand and follow instructions and solve problems
- Must work well with others as a team member
- Must deliver friendly, courteous, and prompt customer service

Salary depends on skills and experience. Please email resumes and cover letter stating which cake of ours is your favorite to acakelifehiring@gmail.com.

