



## **The Philadelphia Catering Company Administrative Associate / Social Media Marketing**

### **Job Description**

#### **Main Duties**

- -Answer Phones, take orders, field questions, provide quotes
- -Develop rapport with customers
- -Creating daily food labels for orders.
- -Handle all aspects of company social media marketing
  - Facebook, Twitter, Instagram
- -Maintain Schedule Calendar
- -Organizing and filing orders

#### **Skills**

- Proficient in Excel, Word, Outlook, Publisher, QuickBooks
- Business Correspondence Writing
- Communication and Phone Skills
- Proficient in the use of all social media platforms
- Organization, Time Management, Problem Solving

**Hours:** Monday- Friday, 9am to 4pm. — Approximately 35 hours per week

Sometimes you may be required to work later during busy business cycles and less during slow cycles.

#### **Compensation / Benefits**

- \$13.25 for 4 weeks on job training
- \$14.25 per hour after training - 1 year \$15.00/hr (yearly review)
- Option to participate in company retirement plan, and Life & Disability plans
- Company Gainshare Plan (profit sharing)
- 52 hours Paid-Time-Off
- Up to 12 days per year, work at home (upon approval)