

## **RECEPTIONIST/OFFICE MANAGER**

### **ABOUT INCREDIBLE FOODS, INC.**

Incredible Foods, Inc. is a transformative nutrition delivery company with products that broaden food experiences and enhance human health with minimal impact to the natural environment. Inspired by nature, Incredible Foods technology is designed to wrap a wide range of foods and beverages in natural ingredients which function as edible packaging. Like the skins of grapes, our technology is not just a barrier against water loss and contaminant entry, but also a medium for added nutrition.

This technology was recently named to Time Magazine's 25 best inventions of 2014, and sees Incredible Foods redefining food and beverage packaging, creating "smarter nutrition for a better world."

### **WHAT WE ARE LOOKING FOR**

We are looking for an energetic, enthusiastic Receptionist/Office Manager to be part of the team responsible for the management of day-to-day office responsibilities, human resources related activities, and light bookkeeping. The right candidate for this role is smart, driven and able to wear multiple hats.

We work and play as a team and are looking for our next great player.

### **POSITION SUMMARY**

The Receptionist/Office Manager will provide support in a variety of areas including reception, catering management, HR administration, office supplies management, company event planning, light bookkeeping, and general office duties.

### **Responsibilities:**

- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Supervises and coordinates overall administrative activities, including, but not limited to benefits administration, insurance administration, and office maintenance (filing, supplies inventories).
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Responsible for the facilities day-to-day operations (such as distributing building access keys and back-up to security access cards, etc.).
- Responsible provisioning kitchen food supplies and ordering weekly company lunch.
- Participates as needed in special department projects.
- Arrange travel and accommodations for all employees in accordance with the company Travel Policy.
- Maintains contact with outside vendors.
- Other duties as assigned.

### **Qualifications**

- Experience in a fast-paced environment is desired

• 1-2 years of Receptionist/Office Manager experience is desired but energetic college graduates are encouraged to apply

• Human Resources experience is desired

• Strong knowledge of Microsoft Word, Excel, PowerPoint, and Outlook

• Excellent oral and written communication skills

• Keen attention to detail – highly organized

• Ability to work within an open team environment

• Ability to be flexible and multi-task, wearing multiple hats

The Company is located in Hyde Park neighborhood of Boston, MA (Readville).