Job description

Position: Executive Assistant - Mandarin Speaker Required

Who We Are:

Shipp'd is an E-commerce company that is dedicated to helping small businesses thrive by providing affordable shipping and packaging supplies and leaving a great first impression with our unique, chic designs. Our brands include Aegis Adhesives, Spartan Industrial, and Pack It Chic. We are a small company with a close-knit, family-like culture that is dedicated to continuous improvement and expansion within ourselves and the industry! We are also an open-minded and down-to-earth team that values transparency, accountability, and doing our very best for the greater good of our organization.

Our Mission Statements:

Aegis Adhesives  - “Aegis is the modern leader in fast and reliable service for your business packaging and shipping needs. We are committed to exceptional customer service, high end product quality, and social consciousness.”

Spartan Industrial  - “We fight to keep supplies in hand. We have a dependable arsenal of high-quality supplies for business of all types.”

Pack It Chic  - “Unique and stylish packaging designs for the small business owner on the go. Pack It Chic makes your small business look sleek.”

Position Summary:

The Executive Assistant will mainly perform data-based tasks for the CEO. This will include but won't be limited to tracking personal expenses, communicating and paying with overseas vendors and manufacturers, and reconciling shipments. The executive assistant will also be required to maintain crystal clear folders and spreadsheets, filing and organizing the invoices sent by vendors and manufacturers. The ideal candidate will also be organized, communicative, a fast learner, efficient at completing tasks, able to work at a fast pace when necessary, trustworthy and reliable to deal with sensitive information, and able to receive abstract instruction from the CEO. They may also assist with the identification of operational issues and providing solutions and suggestions as necessary.

Reports To:

CEO

Job Type: Full-time, Non-exempt
Location: Las Vegas, NV 89120

Hours: Monday - Friday: 8:30 AM - 5:00 PM

Essential Duties & Responsibilities:

- Must be fluent in Mandarin Chinese
- Occasionally will need to communicate with overseas vendors in the event that tasks aren’t completed during regular hours
- Paying Manufacturers & Vendors
- Personal Expense Tracking
- Reconciling Shipments
- This task also includes filing & organizing the other invoices sent by vendors.
- Life Related Tasks (Booking Appts, Managing Calendar, etc.)
- Tracker & Container Arrival
- Communication with Manufacturers

REQUIRED Knowledge, Skills, and Abilities:

- Must be able to receive abstract instructions and yield tangible results in a timely fashion
- Must be able to handle a constantly changing workload
- Proficient in Microsoft Word/Excel or Google Docs/Sheets
- Must be organized and excel at paying attention to detail. Minimal mistakes!
- Must be able to work productively and independently, but also collaborate well with others to achieve goals
- Must be able to multitask and prioritize
- Must be able to maintain a high level of accuracy
- Great verbal and written communication skills
- Must be comfortable with numbers and basic calculations
- Must have reliable transportation
- Must have an active Driver’s License

Preferred Skills:

- Must speak Mandarin fluently
- Bachelor’s Degree
- E-commerce experience / Amazon, Shopify, & Etsy experience

Physical Demands and Work Environment:

- Regularly operates office equipment, such as laptops, printers, and calculators.
- Lifts objects of five to ten pounds occasionally.
- Stays stationary at their desk, often sitting for prolonged periods, but occasionally moves throughout the office.
- Spends extended hours in front of a computer screen.
- Frequently required to communicate with others to exchange information.
- Air-conditioned office, productive atmosphere, and semi-open floor plan.
Perks:

- Stable and long-term job with opportunities for pay raises
- Bonus opportunities available!
- Paid training provided

This job description may be amended at any time at the sole discretion of the Employer.

The parties agree that the Executive’s employment with the Company will be “at-will” employment and may be terminated at any time with or without cause or notice.

Shipp’d is an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

Job Type: Full-time

Pay: Up to $40,000.00 per year

COVID-19 considerations:

Record contact info and temperature of all visitors, bi-weekly rapid COVID-19 tests on site, required daily COVID-19 questionnaire