

Seeking Administrative Associate (Up to 25 Hrs/Week)
Sarah Snow, **Safer Society Foundation** • Park St, Brandon

Job Opening

Safer Society Press is a non-profit publisher in Brandon, VT specializing in publications and other resources to aid in the prevention and treatment of sexual violence. We are looking for an energetic self-starter with critical thinking skills and a dedicated work ethic to join our team as an Administrative Associate!

While this position will begin with up to 25 hours per week, there is the opportunity for the Administrative Associate to assume more duties and expand their hours. We expect to train the right candidate on our procedures and computer systems.

This position pays an hourly rate of \$16.50 to start and includes sick leave benefits and ten paid holidays.

The duties of this position include (but may not be limited to):

- Processing customer orders, including recording invoices and processing shipments through specialized computer software
- Packing and shipping packages of up to 15 pounds
- Communicating shipment information of larger orders to our fulfillment partner
- Maintaining the stockroom and tracking inventory
- Handling issues arising in shipping or inventory
- Courteously responding to verbal and written customer inquiries

Preferred Knowledge, Skills, and Abilities:

- Proficient in Microsoft Office (QuickBooks experience a plus)
- Attention to detail and personal organization
- Excellent verbal and written communication skills
- Dedication to customer service
- Ability to occasionally lift up to 40 pounds
- Thoroughness
- Data entry

At Safer Society, we are committed to fostering a diverse and inclusive work environment where all employees feel valued, respected, and empowered. We encourage all qualified candidates to apply and join us in our mission to create a safer society for all.

To apply, please visit: <https://saferociety.org/foundation/safer-society-foundation-application-for-employment/>