



The Wee Believers Toy Company

11650 Lantern Road • Fishers, IN 46038

www.WeBelievers.com • hr@weebelievers.com

Job Description: Administrative Assistant/Office Manager

Who You Are:

You love checking things off of your list, and organized multitasking is a challenge that excites you. You would have fun creating a spreadsheet to help you reorganize your closet. You would have even more fun actually organizing your closet. You are geeked out by process--but you're always looking for ways to make the process more efficient. Incorrect grammar and spelling drive you crazy, and you believe that details really matter. While you have strong computer skills, you prefer communicating directly with others by phone or face-to-face. You have a big heart for children, and you desire to radiate joy to them, to your workplace team and to the world through the work you do.

Job Purpose:

Help the Wee Believers team get our engaging, faith-filled toys and gifts into the hands of children everywhere, by making our office run smoothly and by providing timely executive assistance and product support.

Experience You'll Get:

Office & Clerical Administration

- General office management
- Mail receiving, office supply purchases, answering phones
- Bulk mailings and shipping

Executive Assistance

- Meeting & event coordination
- Correspondence
- Reports & data support
- Miscellaneous assistance
- Errands and deliveries

Product & Sales Support

- Product sample shipping, receiving and inventory
- Product safety, testing certification applications and record keeping
- Data entry, database maintenance
- Product quality assurance

- Maintenance of product lot number registry
- Maintenance of storage units and the product therein
- Collections calls

Technical:

- Mac & PC User
- Experience with MailChimp, MS Office and Google Docs/Drive
- Excel/database experience
- Learn new applications quickly and easily

Qualifications:

- High School or equivalent
- 2 years experience in office management or executive assistance

Required Expertise:

- Writing & Communication
- Office Management
- Knowledge of the Christian faith, in order to communicate effectively with customers
- Able-bodied to be able to move trade show equipment, catalogs, reorganize storage units, deliver boxes of product as necessary

Job Details:

- Location: Wee Believers offices in Fishers, Indiana
- Hours: 40 hours per week

Job Benefits:

- Touching real people with products that change lives and grow faith
- Salary: commensurate with experience
- Relocation not covered

Information we need from you (send to hr@weebelievers.com):

1. Your:

- Name
- Email Address
- Date you are available to begin working

2. Your Resume

3. A Cover Letter