



Administrative Assistant

Anita's Yogurt is a four-year-old food startup based in Brooklyn, NY. Our vegan products are made with pure coconut milk and coconut water. Newly reformulated with the first live culture blend specifically designed to work with coconut, our 25 billion live cultures per serving give us the same rich texture as Greek yogurt, without any additives or preservatives. Created by a chef, Anita's Yogurt is unsweetened and ready to use in cooking. With four probiotic strains, lauric acid from coconut milk, and naturally occurring potassium from coconut water, we offer an extraordinary combination of benefits not found in any other yogurt.

Our products include pints and single serving cups of plain coconut yogurt with no sugar, and fruit-on-the-bottom flavors sweetened with just a touch of coconut blossom sugar. Our customers span the country and include Whole Foods, Le Pain Quotidien, Blue Apron and countless independent grocers.

The Administrative Assistant's primary job is to provide administrative, operational, and project management support to ensure that day-to-day operations run smoothly. This is a paid position with room to grow in an exciting business!

RESPONSIBILITIES

- Create and manage system of organization for paper and electronic filing
- Process orders and create invoices
- Schedule deliveries
- Oversee receiving and shipping
- Process and record payables and remittance notices
- Ship samples
- Schedule appointments
- Run errands as needed, make purchases
- Manage organize and stock office supplies
- Perform related duties and manage special projects as assigned

SKILLS

- Proficient in QuickBooks and Microsoft Office
- Ability to multitask and thrive under pressure
- Goal-oriented

- Friendly and amicable, works well with others to get results
- Ready to grow with a young startup, and able to deal with the complex challenges associated with operations under limited resources
- Attention to detail. Technically savvy and resourceful
- Well spoken and polished, able to deal with all personality types professionally

HOW TO APPLY

Email jobs@anitas.com

Please send resume and introduction to email indicated and also tell us what your favorite food product is and why you like it.