



**BON VEGAN APPETIT**  
HOMEMADE • SAVORY • COMFORT

[www.marcusefford.com/careers](http://www.marcusefford.com/careers)

# NOW HIRING

\$20 an HOUR AFTER 90 DAYS  
INCREASE IN WAGES FROM EVALUATION  
BENEFITS GIVEN AFTER 90 DAYS  
SICK DAYS GRANTED ONCE EMPLOYED

YOU'RE READY TO BE A PART OF EXCITING THINGS THAT WE'LL BE HAPPENING AT THE GLOBAL VEGAN CAFE. BEING AN ADMINISTRATIVE ASSISTANT FOR **THREE (3) SMALL BUSINESS:** THE GLOBAL VEGAN CAFE LLC, BELLE JOHNS' LLC, AND PURAS PALETAS IS MORE THAN A JOB, IT'S AN OPPORTUNITY. IT'S A CHANCE TO SEE WHAT YOU'RE MADE OF, BE CHALLENGED, AND TAKE HOLD OF YOUR FUTURE. FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE

<https://www.marcusefford.com/careers>

## RESPONSIBILITIES

- MANAGE AND WORK WITH 3 SMALL BUSINESS OWNERS AND 3 DIFFERENT BUSINESSES.
- HANDLING OFFICE TASKS, SUCH AS FILING, GENERATING REPORTS, AND SETTING UP FOR MEETING, EVENTS, ASSISTANT GETTING MORE BUSINESS AND RECORDING SUPPLIES.
- ASSISTANT ALL 3 BUSINESS WHEN THEY NEED HAND.
- MAKING TRAVEL ARRANGEMENTS, CARS, AND MAKING HOTEL AND RESTAURANT RESERVATIONS.
- MAINTAIN POLITE AND PROFESSIONAL COMMUNICATION VIA PHONE, E-MAIL, AND MAIL.
- MANAGE YOUR TIME CLOCK, MAKE SURE YOU CLOCK-IN & OUT FOR ALL 3 BUSINESSES.

## QUALIFICATIONS

- MUST BE AT LEAST EIGHTEEN (18) YEARS OF AGE
- MUST HAVE A WORKING VEHICLE
- ASSOCIATE'S DEGREE IN RELATED FIELD.
- PRIOR ADMINISTRATIVE EXPERIENCE.
- EXCELLENT COMPUTER SKILLS, ESPECIALLY TYPING.
- ATTENTION TO DETAIL.
- BILINGUAL IS NOT REQUIRED BUT A PLUS.
- DESIRE TO BE PROACTIVE AND CREATE A POSITIVE EXPERIENCE FOR OTHERS.
- HAVE A LEAST 1 YEAR OR MORE EXPERIENCE IN THE FOOD INDUSTRY.



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