

**Position Profile: Administrative Assistant****Location: Brentwood, NH****Date: November 2023****Company Summary**

Established in 1980, Summit Supply is a growing company that caters to the restaurant, hospitality and institutional trades. We specialize in warewashing, cleaning, on-premise laundry and paper products. For more than 30 years, we have served Northern New England, including New Hampshire, coastal Maine and Massachusetts, and now boast more than 1000 customers. In 2021 we became a franchisee of Gasket Guy, expanding our services to include refrigeration equipment gasket & related hardware replacement. We are also expanding our services to include HVAC condenser coil cleaning.

**Position Summary**

In this position, the Administrative Assistant will support our general office functions from accounting to customer service to technician support. There will be daily interaction with our company owner, management, route, service & install technicians, sales staff, warehouse staff, and customers, and will report to the general manager.

**General Responsibilities**

- Processing, crediting, and reconciliation of A/P and A/R accounts
- Process bill of ladings
- Manage route sheet maintenance
- Document management, including customer files
- Distributor orders
- Answering phones call and fielding of service requests
- Managing office supplies
- Assist with direct mail and email marketing efforts
- Assist with collections from past due customers
- Maintain and update parts & dishmachine equipment inventory spreadsheets
- Other projects as required

**Qualifications**

To perform this job successfully, an individual must be able to perform each key and general duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required.

**Education and/or Experience**

A High School Diploma or GED is required. Previous office experience is necessary along with knowledge of and ability to successfully utilize Word and Excel, QuickBooks, email, and various Internet-based programs.

**Language Skills**

Ability to read and interpret documents such as financial statements, reports, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively via phone or in-person in interactions among employees, customers, and visitors.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, proportions, & percentages.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



COMMERCIAL WAREWASHING,  
CLEANING & LAUNDRY PRODUCTS

25 Commercial Drive  
Brentwood, NH 03833  
603.679.1222 office  
603.679.2292 fax  
Service@SummitSupply.us

---

### **Physical Demands**

While performing the duties of this job the employee is frequently required to sit, stand, and walk and use arms and arms for computer work, filing, and answering phone calls. The employee is occasionally required to lift up to 25 pounds.

### **Work Environment**

This position works in an office environment with at least one coworker and has regular interaction with the entire staff as well as customers and occasional visitors. The sound level is generally quiet.

---

---