



# Administrative Support Assoc

Contact: LOWES

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[https://ca-sonoma.countybuyselltrade.com/jobs/administrative-support-assoc\\_cotati\\_229749](https://ca-sonoma.countybuyselltrade.com/jobs/administrative-support-assoc_cotati_229749)

Address:

Cotati

Price:

Check with seller

DetailsApplyThe Administrative Support Associate performs critical administrative work for associates and provides direct support to the site leadership team. This role is responsible for developing and maintaining schedules and assisting with administrative tasks related to staffing, training, payroll, and a variety of activities to support local site operations. These activities include maintaining all physical documents and records at the location, planning and supporting associate and community events, and distributing work items (e.g. red vests, name tags, devices, tools and equipment). The administrator promotes a productive work environment by ensuring clean and organized common areas such as the training room and break room.DetailsApply



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<https://tinyurl.com/2hmy6xww>



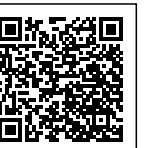
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