

Office Administrator / Supply Chain Analyst

Paname Coffee & Tea Importers

10400 Frisco Street, Frisco, TX 75034

About Paname Coffee & Tea:

Founded in 2013, Paname is an importer & distributor of premium European coffee and tea, as well as commercial coffee and espresso equipment, and other ancillary products needed in a cafe setting (chocolates, syrups, sauces, cups, sugars, and more).

Qualifications

- Ideal Background: Business Management, Administration, Operations/Logistics and Supply Chain Management, Organizational Leadership & Supervision, (other related qualifications and majors will be considered)
- Graduate with bachelor's degree within one (1) year of workplace experience
- Legally authorized to work in the United States without the need for sponsorship
- Highly motivated self-starter
- Proven people/project leadership
- Strong analytical and problem-solving skills to evaluate business problems and apply knowledge to identify appropriate solutions
- Ability to communicate effectively both orally and in writing
- Good project management skills
- Strong interpersonal, teamwork, and leadership skills
- Excellent organizational and time-management skills
- Knowledge of computers to operate effectively with PowerPoint presentations, Excel spreadsheets, and Microsoft Outlook

Responsibilities

- Overseeing daily office operations to ensure efficiency and organization
- Answering customer phone calls and emails and directing inquiries to the appropriate department or employee based on the nature of the request
- Performing bookkeeping and financial tasks, such as recording transactions and preparing bank deposits
- Updating databases and records for financial information, personnel records, customer management records and other data
- Tracking, replenishing and ordering office supplies to avoid interruptions in standard front office procedures
- Preparing reports, spreadsheets and presentations
- Assist in seasonal updates to company website
- Assist with social media content development and posts
- Assist in the analysis and development of supply chain metrics and business processes

- Update databases with logistics data.
- Work on projects and manage time and effort without need for constant supervision
- Sales & Production Planning
- Project Management
- Operations Management
- Inventory Management
- Communication and Coordination with Suppliers
- Assist with Purchasing

Benefits:

- Competitive wages
- World's best coffee & espresso bar
- Employee discount
- Health insurance
- 2-3 weeks Vacation & Holidays
- Weekends off

Schedule:

- ~8 hour shift
- Monday to Friday

Work Location: In person

Have a question or if you are interested in the position, please email your CV to office@panamecoffee.com. Please include your start date, end date, and the number of hours need to be completed.