



*Your Committed Partner in Excellence!*

**Position:** Full-Time Office Manager / Accounting Support-Houston  
**Company:** Chrane Foodservice Solutions, LLC  
4540 Kendrick Plaza Dr., Ste 150, Houston, TX  
9155 Sterling St., Ste 140, Irving, TX  
**Position Reports to:** Janie Evans-Troje, Controller / HR Manager  
**Job Creation Date:** March 2023  
**Interview Period:** March 2023  
**Start Date:** April 2023

**What Chrane Will Expect from You** (Includes, but not limited to):

As the Office Manager / Accounting Support in Houston for Chrane Foodservice Solutions, you will be responsible for performing various administrative and accounting tasks managed by Janie Evans-Troje, Controller / HR Manager & Duane Guidry, Principal-Houston.

**Office Manager / Accounting Support Functions:**

- Have fun! We expect results from our team, but a significant component of our “Chraniac” culture is having some fun along the way.
- High-level support of the management team and assist with special projects per request.
- First point of contact by answering incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel or department
- Greet on-site visitors, determine nature of business, and announce visitors to appropriate personnel, organize schedules, meetings, and agendas.
- Sets up conference rooms, video, and teleconferences.
- Maintains conferencing systems.
- Schedule travel, itineraries, and hotel accommodations
- Maintains office supplies inventory, evaluates new office products, orders, and verifies receipt of supplies.
- Maintains professional and technical knowledge of company services, partnerships, clients, professional networks, relevant groups/societies, events, and conferences.
- Assists with coordination for employee appreciation, birthday, anniversary, and recognition events.
- Assist with managing Facilities Maintenance: Handles any issues that may occur with cleaning service, company phones, internet, utilities, alarm system (if applicable), or anything else that pertains to the office maintenance.
- Sets up offices for new employees to include office phone, computer, cell phones, business cards, office supplies, etc.
- Orders and picks up food for onsite meetings and make sure premises are clean before and after meetings.

**CHRANE FOODSERVICE SOLUTIONS**

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- Assists and coordinate arrangements for company events, to include meals, hotel, travel, training items or any other items of logistics involved with organizing the event.
- Organize and maintain test kitchen and preparation area. Pick up food supplies as needed for demonstrations and maintain stock levels of standard refreshments.
- Maintain office upkeep between cleaning service visits as necessary – all offices, common areas, test kitchen, prep area, conference area, and restrooms. Including vacuuming, dusting, bathroom cleaning, equipment cleaning and test kitchen dishes.
- Work with Marketing department to complete company mailers and special projects.
- Manage the print/copy and sales literature room. Keep sales and Marketing materials organized and maintain stock levels on a regular basis and fill requests from outside sales. Maintain relevant office supply material stock levels.
- Assist with presentation preparations including PowerPoint development, material printing, organizing presentation folders, sample coordination and office preparation as needed.
- General outside sales support to include but not limited to customer business research, product research, material printing, communication to other members of Chrane and Chrane factory partners.
- Manage, organize, and update relevant data using database application and spreadsheets.
- Receive mail and distribute as necessary. Manage shipments as needed.
- Provides administrative support to the Controller / HR Manager, Janie Evans-Troje
  - Format various Excel Spreadsheets
  - Work with other departments to complete special projects related to accounting transactions.
  - Assist with scanning and any other misc. projects as needed/requested.
  - Create financial and statistical tools and reports as requested.
- Provides administrative support to the Houston Principal, Duane Guidry
  - Monitors engagements, tracks tasks, deliverables, and deadlines.
  - Manages information flow in a confidential, timely, and accurate manner.
  - Produces information and historical reference by taking meeting minutes.
  - Assist with scanning and any other misc. projects as needed/requested.
  - Assists with and submit expense reports as needed in a timely manner.
- Coordinate travel and entertainment arrangements, manage calendar appointments, and tackle personalized tasks as needed.
- Provide an active voice in how Chrane can continue to grow.
- Participate in company meetings, conferences, projects, and team activities.

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- You must be prepared to spend the occasional evening or weekend conducting company business. Our job is not always 8am-5pm, Monday through Friday, so a true understanding of going the extra mile is necessary.
- Perform other duties as needed, "It's not my job" does not exist at Chrane.

In addition to the defined Office Manager /Accounting Support responsibilities, you will take an active role in and demonstrate proactive participation and teamwork associated with Chrane's overall growth in Texas and Oklahoma. We ask you to also provide critical and instrumental input in both the day-to-day and long-term direction and performance of Chrane.

#### **Requirements & Qualifications:**

- Excellent attention to detail, accuracy, dependability, and interpersonal skills.
- Proficient in Microsoft Office, including Outlook, PowerPoint, Excel & Word.
- Solutions-oriented thinker with the ability to think visually as well as verbally.
- Excellent written and oral communication skills.
- Strong organizational skills with ability to multi-task, set measurable objectives, and manage timelines.
- Willingness to do what needs to be done and get your hands dirty. Sometimes this means physically dirty. We all pitch in to clean the office and test kitchen at times.
- Will professionally and socially engage with customers and industry peers.
- Possess ability to uphold company brand, culture, and core values.
- Pass all background checks.
- Successfully pass the online Wonderlic Test by Chrane standards
- Must live in the Greater Houston area and be willing to commute back and forth to our office Daily.
- Willingness to work in a fast-paced team environment.

#### **Travel Expectations:**

- Some overnight travel will be required, likely not to exceed 3-5 nights per quarter, participating in:
  - Chrane quarterly meetings
  - Trips to our DFW office for training and collaboration on routine project work with teammates as needed.
- The initial 90-day onboarding and training process will be based out of Chrane's Houston office with travel to our Dallas office occasionally to work with other members of the team.

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**What to Expect from the Interview Process:**

- Initial Application Process as defined below
- Initial Phone Call Interview with Janie Evans-Troje, Controller / HR Manager (Phase 1)
- Completion of Wonderlic Online Testing (Pre-Interview)
- In-Person Interview with Chrane Management Team in Houston (Phase 2)
- Background Check
- Potential Second In-Person Interview with Chrane Management Team in DFW (Phase 2 Continued)
- Team Interaction and Activity Component – are you culturally the right fit for Chrane? – DFW or Houston Area (Phase 3)
- Chrane will cover all travel costs associated with the interview process. Applicants must “pass” each Phase prior to being invited on to the next Phase.

**Applicants, please send the following information to Janie Evans-Troje at [JETroje@chranefs.com](mailto:JETroje@chranefs.com):**

- Resume
- Cover letter
- Three professional references
- Any questions regarding the position
- Complete the employment application found online at:  
<https://www.chranefs.com/careers#jobs>
- Incomplete information sent to Janie Evans-Troje may result in applicants not being considered for employment.

Chrane Foodservice Solutions, LLC is a privately held, equal opportunity employer. Our Core Values provide the foundation from which we cherish all talents, skills and ideals that portray and make the communities we live and work in better.

**For more information about Chrane Foodservice Solutions, LLC please contact Janie Evans-Troje at the email address above or visit [www.chranefs.com](http://www.chranefs.com).**

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