

Offerle Cooperative Grain & Supply Company
Administrative Assistant
Job Description

Job Title: Administrative Professional
Location: Offerle
Reports To: General Manager & Office Manager

SUMMARY

The Administrative Assistant is responsible for providing accounting support and customer service, as well as operating truck scale. Must be able to work long extended hours during peak busy times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Includes the following and other duties may be assigned)

First point of contact for all incoming phone calls;

Provides accounting and administrative support by balancing daily deposits and credit card transactions, cash box, reconciling the general ledger files to the physical copies of the invoices in the folder and any other accounting and administrative tasks delegated by management.

Operates scale for all inbound and outbound trucks;

Responsible for maintaining a general knowledge of products sold, assist customers with check out, and enter sales tickets as necessary.

Works cooperatively with all staff;

Responsible for tasks delegated by management;

Maintains and promotes safety awareness; follow safety policies, procedures and reporting requirements;

Complies with all state and federal laws, codes and regulations;

Submits accurate reports in a timely manner;

Provides excellent customer service by managing difficult or emotional situations; responding promptly to customer needs, resolving questions, complaints and concerns immediately and meeting commitments;

Effectively communicates by verbal and written means with customers, employees and management;

Presents a clean and professional appearance;

Responsible for prompt and regular attendance;

Employee is required to perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, demands and environments described below are representative of those an employee encounters while performing the essential functions of this job. The requirements list below is representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience as determined by management. Must have basic computer operating experience. Willing to seek out and attend additional continuing education, seminars, classes, or other job-related education requirements or opportunities.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively speak before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discount, interest, commissions, proportions, percentages, area, circumference, and volume.

CERTIFICATES, LICENSES, AND REGISTRATION

This position has no certificates, licenses, and/or registration requirements.

REASONING ABILITY

The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems with several concrete variables in standard situations. Must be able to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions, and choose appropriate PPE as dictated by need, regulation and labeling.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms, talk or hear, taste or smell; stand, walk; sit and climb or balance. The employee is required to regularly stand or sit for long periods of time. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must understand and implement all related safety policies, procedures, and programs for prevention and protection while performing job duties in various work environments.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is generally working in an office environment. This position is exposed to elements commonly found in an indoor office environment. The employee may occasionally be exposed to grain dust and other allergens. The noise level in the work environment is usually quiet.

DISCLAIMER

This job description indicates the general nature and level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee.

I agree that I can perform the job described as stated above and can work in these conditions. Signing this job description in no way alters "employment-at-will" and is not a guarantee of employment now or in the future.

Signature

Date