

ADMINISTRATIVE ASSISTANT

Job Description



Location (s):	<input type="checkbox"/> Atwood <input checked="" type="checkbox"/> Bement <input type="checkbox"/> Cisco <input type="checkbox"/> Emery <input type="checkbox"/> LaPlace <input type="checkbox"/> Maroa <input type="checkbox"/> Milmine <input type="checkbox"/> Monticello <input type="checkbox"/> Pierson <input type="checkbox"/> Seymour		
Reports to:	Grain Originator	Position Supervises:	Part-Time Harvest Help
Type of Position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Work Schedule: Monday—Friday. Longer hours and weekends during grain harvest or as needed.			

JOB SUMMARY

This position interacts with all facets of the organization to assist in the efficient daily operation of a full service branch office, including grain origination, accurate accounting for all inbound/outbound grain activity, developing customer relationships, and providing a superior level of customer service.

ESSENTIAL JOB FUNCTIONS

- Responsible for operating grain scales and computer system, and weighing inbound and outbound truck shipments.
- Responsible for testing grain for test weight and moisture with moisture meter, check for FM using gram scale, check for damage and other grade factors and properly recording data into computer system.
- Purchase grain from patrons and report purchases on website reporting page. Settle grain contracts and write grain checks to customers.
- Assist Grain Originator in grain accounting for location and subsequent reporting.
- Assist Grain Originator with various office tasks, fielding and routing calls, and filing.
- Maintain a safe working environment and promote safety amongst customers and employees.

OTHER RESPONSIBILITIES

- Must maintain a high level of customer service.
- Maintain market information and provide patrons with current grain market information.
- Have thorough knowledge of grain contracts available and be aware of marketing options/resources for customers.
- Monitor Delayed Price contracts, purchase contracts, and balances for signature status.
- Communicate daily with location Elevator Superintendent, and possibly Operations Manager or Ops. Asst. Managers, on grain loading/unloading plans.
- Responsible for the completeness and accuracy of all scale tickets.
- Know the facility's customer base and the area in which you do business with.
- Resolve customer complaints or work with management on solution.
- Supervise and instruct part-time help during harvest period.
- Assist with covering other offices occasionally.
- Weekends, seasonal hours, holidays, on-call, and overtime if needed.
- Exhibit a professional image and maintain a positive and respectful attitude.

POSITION QUALIFICATIONS

- Working knowledge of the agriculture industry preferred.

EDUCATION/EXPERIENCE

- High School education or equivalent.

SKILLS & ABILITIES

- **Speaking**—Talk to customers and staff to convey information effectively.
- **Writing**—Communicate effectively in writing or e-mail as appropriate as needed.
- **Time Management**—Manage one's own time and time of seasonal employees.
- **Judgment/Decision Making**—Analyze the cost/benefit of different situations to maximize profitability.
- **Computer Skills**—Microsoft Office, Agris Accounting System, OneWeigh™ Grain System

CERTIFICATES & LICENSES

- Class D License to drive company vehicle.

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Reports to:	General Manager					Position Supervises:	Part-Time Harvest Help			
Type of Position:	<input checked="" type="checkbox"/> Full-time		<input type="checkbox"/> Part-Time		<input checked="" type="checkbox"/> Hourly		<input type="checkbox"/> Salaried		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
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PHYSICAL DEMANDS			
Physical Abilities		Lift/ Carry	
Stand	Frequently	10 lb. or less	Occasionally
Walk	Frequently	11-20 lbs.	Occasionally
Sit	Frequently	21-50 lbs.	Occasionally
Handling/ Fingering	Frequently	51-100 lbs.	Not Applicable
Reach Outward	Occasionally	Over 100 lbs.	Not Applicable
Reach Above Shoulder	Occasionally	Push/ Pull	
Climb	Occasionally	12 lbs. or less	Occasionally
Crawl	Not Applicable	13-25 lbs.	Occasionally
Squat or Kneel	Occasionally	26-40 lbs.	Not Applicable
Bend	Occasionally	41-100 lbs.	Not Applicable
Driving	Occasionally		

WORK ENVIRONMENT
<ul style="list-style-type: none">Most of the time is spent inside in an office environment. During harvest, exposure to noise from grain hoppers. Exposure to grain dust.

REQUIRED SIGNATURES	
Employment is considered "At Will" which means the employee or the company can terminate employment for any reason at any time, with or without notice. This job description is not a contract of employment and not a guarantee of continued employment.	
Applicant: _____	Date: _____
General Manager/Mgmt. Staff: _____	Date: _____