

# **Cooperative Farmers Elevator**

## **Position Description & Accountability**

**DATE:** January 8, 2019

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** CFO

**DEPARTMENT:** Admin

**LOCATION:** Rock Valley

**CLASSIFICATION:** Part time

### **Position Objective**

This position is responsible for performing administrative, confidential credit, and inventory duties for the Administrative Office and the Chief Financial Officer (CFO) of Cooperative Farmers Elevator.

### **Position Responsibilities**

Include, but are not limited to, and in alphabetical order:

#### **Administration:**

- Assist with answering the phone and transferring calls.
- Sort and distribute incoming mail and deliver outgoing mail.
- Enter accounts receivables payments, enter new and update current addresses.

#### **Credit & Membership:**

- Upload applications to Cooperative Credit Company (CCC).
- Set up new credit accounts.
- Move credit limits pending approval of the CFO.
- Mail new membership letters following new account set up.
- Mail estate applications to members for estate payout options.

#### **Inventory:**

- Send variance reports, count sheets and track inventory process monthly.
- Make inventory adjustments based on variance sheets generated by the Oakland system.
- Run valuation reports work with managers and department manager to ensure accurate communication.

#### **Safety Training:**

- Coordinates monthly safety meetings and safety training to include formatting agenda, tracking the training, preparing background information on the status of injuries and accidents. Schedules meeting and ensures that participants attend the meeting. Keeps records of training sessions and meetings.

#### **Safety Recordkeeping:**

- Manages Employee Safety files.
- Inputs safety data on to centralized website for tracking purposes.

#### **Key Competencies:**

- Strong interpersonal, communication, and customer service skills.
- Maintain confidentiality related to customer information.
- Effective team player and networker.

**Qualifications:**

- High bias for action and sense of urgency.
- Ability to manage multiple projects simultaneously.
- Strong organizational skills.
- Unquestionable integrity and demonstrated ability to maintain confidentiality in handling sensitive and confidential information required.
- Excellent oral and written communication skills
- Proficient in Microsoft Office and Excel.

**Education and Experience Requirements:**

- 2 to 4 years of progressively responsible administrative and office operations experience.
- Previous experience or background working in the cooperative system or agriculture desired.

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

*Employee (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_*