

# Cooperative Farmers Elevator

## Position Description & Accountability

**DATE:** February 4, 2019

**JOB TITLE:** Office Coordinator

**REPORTS TO:** Location Manager

**DEPARTMENT:** Lumber

**LOCATION:** Okoboji Design

**CLASSIFICATION:** Part time with potential to lead to a full time position / Potential to merge into designing small spaces

### **Position Objective**

To support company operations by maintaining office systems, supporting staff and specializing in customer service in order to ensure organizational effectiveness and efficiency. Ideal prospect would have an eye for design and comfortable working with measurements and floor plans.

### **Office & Customer Service**

- Provide excellent customer service through all sources of communication
- Communicate with designers and customers throughout the design process.
- Submit and follow-up on design orders.
- Assist customers with hardware, countertop and accessory selection.
- Receive and enter orders into the Point of Sale System
- Invoice purchase orders into DBE
- Assist with answering the phone and transferring calls
- Maintain purchase order and invoice files
- Sort and distribute incoming mail and deliver outgoing mail
- Assist with inventory and year end
- Assist with other duties as assigned

### **Safety and Compliance**

#### **Uphold Company Safety & Compliance policies**

- Uphold all cooperative policies
- Attend safety meetings, etc. held as required or scheduled in conjunction with Safety Director/department

### **Other Duties**

#### **Perform other duties as assigned by management**

- Favorable feedback is received from all lumber and/or managers when assigned to perform or assist with other duties and responsibilities in those departments
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Present a professional image through words, actions and personal appearance

### **Basic Qualifications**

- Associate Degree and/or 2+ years of experience in an Sales, clerical or design field or in a related area
- Proficient with Microsoft Office and Excel software
- Knowledge of general accounting procedures
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Excellent oral and written communication skills
- Ability to manage multiple projects at a time and demonstrate good attention to detail
- Detail oriented to provide accurate and consistent work with or without direction

- Comfortable with reading floor plans
- Proficient with a tape measure

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand, sit, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 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 signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

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

