



Location Administrative Assistant

DIVISION: Crops

REPORTS TO: Plant Manager

STATUS:

Non-Exempt

Position Overview

- To perform administrative, clerical and related work to enhance the production and efficiency of the location. To provide support for the company by serving as back-up in various functional areas.

Essential Job Functions

- Prepares billings and daily sales batches. Prepares monthly files.
- Performs accounts receivable activities, such as processing payments, responding to billing inquiries and adheres to company credit policy.
- Executes administrative duties such as answering telephone and greeting customers.
- In E-Sys, accurately maintain tank information, place timely orders, enter and modify contracts and manually enter tickets.
- Review's and sends monthly statements out in a timely manner.

Requirements

- Knowledge of secretarial/clerical support and office procedures, as would be acquired through up to one year of related experience.
- Ability to use personal computer, calculator, copier, fax machine, and other office equipment.
- Proven team building skills and the ability to work independently and in a team-oriented environment.
- Demonstrated planning, organization, time management, and problem-solving skills.

Other Skills/Abilities

- Good interpersonal skills. Ability to effectively deal with the public (both on the telephone and in person) in a pleasant, clear voice. Neat appearance.
- Ability to work extended hours to meet seasonal demands.
- Position requires some sitting at a desk. Frequent standing, walking, crouching, stooping, kneeling, reaching and lifting up to 50 lbs.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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