

<b>Job title</b>	<i>Administrative Assistant</i>	<b>Job Classification</b>	<i>Hourly Non-exempt</i>
<b>Reports to</b>	<i>Location Manager</i>	<b>Salary Range</b>	<i>\$12.73-\$17.23</i>

### About Pro Cooperative

**Our Mission:** Building lasting partnerships by being PROactive, PROgressive and PROfessional.

**Our Vision:** To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

### Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future

### Job purpose

- The position of an Administrative Assistant is of great significance to Pro Cooperative.
  - A person in this position is responsible to complete various accounting functions required to account for grain, agronomy, feed, and energy transactions as needed by location, along with a strong customer service emphasis
  - Administrative Assistants are required to perform all required tasks with the utmost concentration and dedication in a safe and efficient manner.

### Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently. Basic duties and responsibilities include, but are not limited to the following:

- Assist in the performing of front desk/receptionist duties in a professional and friendly manner, including answering phones, communicating messages, and greeting and assisting customers and visitors as necessary.
- Prepare customer contracts, settlements and issue settlement checks as needed. Ensure settlements are made following all state requirements.
- Respond to customer inquiries and concerns at the counter and over the phone.
- Responsible for conducting counter sales transactions, credit and cash transactions, obtain relevant signatures for billing purposes.
- Weigh inbound and outbound grain loads at the scale; maintain accurate scale ticket data files and test grain for quality.
- Invoice outbound grain and prepare grain transfers.
- Review daily sale tickets and other reports. Reconcile any differences and prepare corrections.
- Manage deferred payment grain and energy contracts.
- Ensure daily deposits are updated and reconciled.
- Assist in the enforcement of credit collection procedures as assigned by supervisor
- Assist in providing information to external auditors for annual audit, as well as performing internal audits in a monthly basis.
- Sort, match, and send invoices and bill of lading to appropriate department.

- Accurately prepare and print product invoices
- Assist in recording and tracking inventory as needed.
- Assist in preparing, distributing and mailing departmental reports/correspondence in a timely, professional and accurate manner as needed i.e. monthly statements.
- Issue shipping papers and SDS sheets for agronomy products.
- Remain current and knowledgeable about products and services Pro Cooperative offers.
- Assist in maintaining a clean and orderly office, order office supplies as needed.
- Backup other functions within the office as requested
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with Pro Cooperative policies, including Pro Cooperative's safety policies

### Qualifications

Qualifications include:

- Associate's degree (A. A.) or equivalent from two-year College or technical school; or two to three years related experience and/or training; or High school diploma or general education degree (GED) and related experience and/or training.
- Ability to communicate using proper telephone etiquette with customers, other employees and vendors.
- Ability to multitask and prioritize tasks
- Available to work extended hours when needed

### Working conditions

Office setting at room temperature. Inside about 95% of the time and occasional work outside exposed to all weather conditions.

### Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires occasionally bending, squatting, kneeling, and pushing/pulling, reach about shoulder level and lifting 10-15 lbs frequently and 15-40 lbs occasionally.

### Direct reports

None

<b>Approved by:</b>	
<b>Date approved:</b>	07/01/2019
<b>Reviewed:</b>	07/01/2019

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. This document doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.*

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