



Job Title: Agronomy Administrative Assistant
Location: West Liberty
Reports to: Location Manager
Salary: Compensation commensurate with experience (*incentives per established scale*)

Required Education and Experience: High School Diploma or GED. Associate degree in Agriculture or Accounting preferred.

Job Requirements:

- Self-motivating personality as well as team building skills
- Demonstrates ability to interact effectively with management, employees and customers
- Proficient with Microsoft Office applications
- Strong time management, administrative, accounting and organizational skills
- Strong verbal and written communication skills

Essential Functions:

1. Follow all established personnel and safety policies and procedures
2. Customer service at the location including; taking orders, dispatching and processing orders, and handling or direct the handling of customer complaints.
3. Receive incoming product shipments against open Purchase Orders
4. Accountable for completing all inventory counts and inventory reporting including inventory accuracy and a summary of all inventory adjustments
5. Manage all inventory including taking inventories, researching discrepancies, and communicating with inventories to accounting department in corporate office
6. Ensure that all products and services at the location are accurately billed and within the company credit policy.
7. Completion of daily office work in a timely and accurate manner; including but not limited to bank deposits, billing and filing.
8. Communicate with the corporate accounting office and crops logistics coordinator to follow all SOP's in the account for all products the location handles.
9. Attend continuing education courses to maintain an adequate level of knowledge for the products and administration involved.

Work Environment: The nature of the business may require extended hours.

Travel: The employee may be required to travel to other locations, conferences, educational opportunities, and other job-related activities.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

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