



Feed Administrative Assistant

About The Equity

The Equity is an independent cooperative headquartered in Effingham, Illinois and has over 500 employees. Our market area currently includes 19 locations and covers South-Central Illinois and Southwest Indiana. The Equity has five divisions including: Agronomy, Grain, Feed & Livestock, Energy, and Retail Store, plus a Precision Agronomy dealership. The Equity's mission is to deliver value to our customers through operational excellence, providing information, exploring opportunities, and supporting profitable roles for producers. Our core values, profitability, customer focus, constant improvement, integrity, and accountability have led to our success. These core values will continue to keep our company strong into the future. We hold sacred our brand promise of offering the best products, latest technology, and high-quality service, done right!

About the position:

Responsible for managing the receiving and processing of all feed ingredient related purchases and invoicing. Assist with the livestock group on feed budgets and record keeping. Back-up to the Feed order desk.

Location: Effingham, Illinois
Reports to: VP of Feed
Salary: Commensurate with experience

Required Knowledge:

Manage and process incoming BOL's and invoices.
Invoice finished feed.
P.C. skills should include Microsoft Excel and Word.
Ability to gain a thorough knowledge of the feed mill automation software & company software systems
Have strong verbal and communication skills.
Learn feed order desk position as a backup role.
Assist the livestock group on feed budgets, record keeping and invoices on livestock managed barns.
Ability to define and solve problems, collect data, establish facts, and draw valid conclusions.

Key Responsibilities:

1. Follow all established personnel and safety policies and procedures.
2. Follow all SF/SF guidelines.
3. Customer service includes taking orders, dispatching, processing orders, handling or directing the handling of customer complaints and sales reports.
4. Assist the feed dispatcher and sales team in all record keeping and billing functions.
5. Ensure all products and services are accurately billed and within the company credit policy.
6. Completion of all daily office work in a timely and accurate manner.
7. Assist with Livestock group record keeping.
8. Attend continuing education courses to maintain adequate level of knowledge for the products and administration involved.

Work Environment: While the job duties are performed in an office atmosphere, employee may be working near moving mechanical equipment and may have exposure to fumes or airborne particles. May require extended hours.

Travel: The employee may be required to travel to other facilities in The Equity trade area, 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.

Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.

Submit resumes to Tom Westendorf, Tom.Westendorf@TheEquity.com, by Wednesday, November 27, 2024.