



JOB DESCRIPTION

JOB TITLE: Office Staff

FLSA STATUS: Non-Exempt

SUPERVISOR'S TITLE: Controller

General Summary: Responsible for assisting with office activities, including communication administration and safely directing visitors, scale room and various departmental functions. The position is part time and temporary.

Essential Duties and Responsibilities:

- Professionally and timely direct calls, take messages and interface with vendors, members, customers and organizational departments
- Contributes to a team effort by accomplishing related results as needed in a self-directed fashion
- Maintains security by following procedures; issuing visitors' personal protective equipment
- Assist scale room staff by probing, grading, scaling corn/co-product trucks and generating accurate paperwork of the same while ensuring products are within appropriate measure for plant operations
- Assist with various projects as well as running local errands
- Assist with maintenance of office files
- Communicates with all departments on administrative needs
- Other administrative duties as needed

Required Knowledge, Skills, and Abilities: Excellent communication skills, organizational skills, computer literacy especially in Microsoft Office or equivalent and ability to multi-task.

Education and Experience: High School diploma or equivalent; AA, BA, or BS or equivalent experience preferred.

Physical Requirements: Ability to lift 10-15 lbs.

Working Conditions: Standard office setting, some exposure to dust and noise.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

EOE

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