

Job Description

Job Title (*internal use*): Administrative Assistant

Business Title (*external use*): [Click here to enter text.](#)

Reports to (*Job Title*): Choose an item.

Market Segment: Choose an item.

Pay Grade: 3N **FLSA Status:** N = Nonexempt

This job description illustrates the scope of the job and the general nature and level of work performed by employees within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. Duties and responsibilities for this job may change at any time.

Job Summary

Overview of position: The Administrative Assistant has the primary responsibility to perform administrative accounting functions and insure adherence to proper control procedures of the business unit. The Administrative Assistant contributes to positive customer and vendor relations and is required to report all perceived control policy or procedure concerns to the Controller.

Additionally, he/she is responsible for accurately collecting and assembling documentation necessary to support the accounting and control personnel, facility staff, customers, third parties and/or government agencies. This individual will also support the shipment and deliveries of various products within the region.

Job Functions

The total percent time must equal 100%.

Essential Functions: <i>In order of priority</i>		% of Time Spent
1	At the direction of the business manager, organize, report and reconcile specialty product operational activities to the staff at various facilities. Follow-through to ensure plan has been executed and all proper documentation has been prepared and forwarded accurately. Support Merchandiser Assistant to ensure accounting activity precisely reflects operational activity. This includes maintaining an updated facility schedule and other activity records.	15
2	Assist business manager in organizing, reporting customer issues regarding credit policies and procedures; weekly and monthly reconcile and report inventories for specialty products. Assist in appropriate contract applications and monitor/manage contract balances. Assist in reconciling or correcting any errors.	15
3	Assist with any regulatory or compliance documentation, reporting or otherwise necessary for engaging in specialty business. Maintain organized, thorough and accurate files with all necessary documentation in accordance to Scoular, third party vendor or government agency requirements. This includes but is not limited to feed laws, lot records, seed laws, lien reporting, etc.	15

Essential Functions: <i>In order of priority</i>		% of Time Spent
4	Support the business manager in tracking and tracing rail shipments and contract application, inventory reporting, specialty product shipping and receiving.	25
5	Timely enter contracts and ensure all necessary documentation is attached before delivery to customer. Follow-through to ensure all documents are returned, signed and filed efficiently.	15
6	Other duties as required in support of the business unit or business manager	15

In performing their responsibilities, employees are expected to perform quality work within deadlines with or without direct supervision, interact professionally with other employees, customers and suppliers, work effectively as a team contributor and independently while understanding the necessity for communication with other employees and throughout Scoular.

Job Requirements

Education, licensures, certifications, prior work experience, knowledge, skills and abilities, travel, supervision (etc.):

Minimum

- High school diploma or GED
- Ability to handle confidential materials
- Basic understanding of general accounting principles
- Strong organizational skills
- Strong math skills
- Excellent customer service skills
- Basic problem-solving skills
- Intermediate to advanced skills with Excel and other common computer programs
- Ability to organize and prioritize multiple tasks
- Ability to accurately and completely conduct repetitive tasks

Preferred

- Knowledge of commodities business
- 2-3 years of office experience
- Experience in agricultural industry

Physical environment/working conditions:

- Scoular is a Drug-Free Workplace (for more information See the Drug Free Workplace Act of 1988 or your location's Federal Workplace Poster)
- Scoular is an at-will employer. Employment is considered voluntary for employees and employers.
- This is a full time job that may require occasional overtime.
- The work environment may include grain dust, have temperature variations and have multiple steps to various portions of the facility.
- All safety precautions must be adhered to when outside the location office.

Equipment and/or technology used:
Minimum

- The ability to use a keyboard (including 10-key), view and read computer screens, and operate other office equipment.
- Ability to operate a standard office telephone.
- MS Office suite experience is required.

Americans with Disabilities Act (ADA) Requirements

The frequency of each activity will be identified by the following codes:

- R = Rarely (less than 0.5 hours per day) N/A = Not Applicable
 O = Occasionally (0.5 to 2.5 hours per day) *For lifting or carrying, note the number of*
 F = Frequently (2.5 to 5.5 hours per day) *pounds*
 C = Continually (5.5 to 8.0 hours per day)

The activities below are intended to describe the general context/requirements for performance of this job. It is not an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties.

Physical Functions	Code	Describe any repetition or unique application of function which may be associated with this position
Stand	O	Moving around the office
Sit	C	Sitting at the workspace
Reach	R	To retrieve files and other overhead items
Lift, carry	O	Lift and carry up to 30 lbs.
Kneel, squat, bend or crouch	O	Retrieve low files and other low level items.
Push/pull	O	Lift and carry up to 30 lbs.
Climb (ladders, stairs, heights, etc.)	R	On step stools to retrieve files
Walk	O	Moving around the office
Speak	C	Click here to enter text.
Read	C	Click here to enter text.
Hear	C	Click here to enter text.
Repetitive use of hands and/or feet	C	Click here to enter text.
Visual acuity	F	Click here to enter text.

When appropriate add detailed descriptors (e.g. dollar amount of signing authority)

Cognitive Functions	Code	Describe any unique application which may be associated with this position
Perform mathematical calculations	C	Click here to enter text.
Adherence to strict time frames	C	Click here to enter text.
Need for focus and extended concentration	C	Click here to enter text.
Independent thought	C	Click here to enter text.
Creative ideas	O	Click here to enter text.
Inductive/Deductive reasoning	O	Click here to enter text.
Speed of decision making	O	Click here to enter text.
Critical consequences of decision making	O	Click here to enter text.
Intensity of application of skills, abilities and processes	O	Click here to enter text.