

## **Office Assistant Cattle**

### **Summary:**

Greet and assist customers and vendors. Answer and direct incoming telephone calls and weigh incoming and outgoing commodities.

### **Essential Duties and Responsibilities:**

- Greet and assist customers and vendors.
- Answer and forward incoming telephone calls.
- Weigh incoming and outgoing trucks carrying commodities either through the CMS system or manually.
- Record grain transfers.
- Run Commodity Contract Detail expanded: by Contract for each day's commodities receipts.
- Log visitors when security building is closed.
- Distribute copies and file original reports that print daily.
- Distribute mail daily.
- Record corn prices daily.
- Coordinate UPS/Fed Ex shipping.
- Change ration prices daily before Feed end of day is ran.
- Order and maintain all office supplies and report copiers and printers needing service or repairs.
- Enter maintenance records into excel spreadsheet on G drive under Maintenance.
- Keep Manure spreadsheet for Feed Yard Manager Assistant.
- Run reports for Nutritionist and contract veterinarian, when needed.
- Comply with all ISO/HACCP and OSHA/Safety procedures, rules, and regulations.

### **Qualifications:**

- Associate's degree from two-year college or technical school, or one year related experience and/or training is preferred but not required.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to perform basic math functions and calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Accounting software and Internet software.
- Bi-lingual (English/Spanish) skills are a plus.

### **Personal Competencies:**

- Must be able to adapt to changes in the work environment.
- Must exhibit strong attendance/punctuality.
- Conserve organizational resources. (Be aware of material costing).
- Follow instructions, respond to management direction; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- Treat people with respect; work with integrity and ethically.
- Ask for and offer help when needed.
- Generate suggestions for improving work.

- Able to keep emotions under control.
- Exhibit sound and accurate judgment.
- Listen and get clarification; respond well to questions.
- Follow policies and procedures; complete administrative tasks correctly and on time.
- Utilize time in an efficient manner.
- Identify and resolve problems in a timely manner.
- Demonstrate accuracy and thoroughness.
- Complete work in timely manner.
- Observe safety and security procedures.
- Contribute to building a positive team spirit.
- Strive to continuously build knowledge and skills; share expertise with others.
- Able to read and interpret written information.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to airborne particles. The noise level in the work environment is usually quiet.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Best Management Practices (BMP) Requirements:**

All

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.*