



Job Title: Administrative Assistant
Hours: Monday- Friday, 8am-4:30pm

Job Responsibilities:

- Day-to-day office support
- IT Assistance
- Document formatting; training material, manuals, handbooks
- Inventory Assistance
- Create and Maintain organization of files (both soft and hard copies)
- Facility Support (for example: making and placing signs around the facility, shipping and receiving, picking up parts, etc.)
- Consult vendors as needed
- Assist with applications for awards
- Special Event preparation
- Follow-up on outstanding items for projects

General:

- Utilize big picture goal, to influence detail decisions
- Understand objective, then act to optimize outcome
- Foresee problems and implement preventative solutions
- Excellent communication skills to provide effective communication to team members and management
- Critical thinking abilities to be able to spot problems and be able to solve them with minimal direction
- Strong organization and documentation skills
- Accountability and integrity to ensure that all policies are being followed, mistakes or errors are reported immediately and that short cuts are not taken to save time
- Perform logical trouble shooting (assessing a problem, developing a strategy and completing a job well and efficiently)
- Engage all team members and customers with respect
- Offer superior customer service to all customers
- Act as project lead as needed and asked
- Perform any additional office role as requested

Soft Skills:

- Assertiveness
- Flexibility
- Conflict Resolution
- Decisiveness
- Empathy
- Problem Solving
- Responsibility
- Self-Confidence
- Self-Motivation
- Team Spirit
- Teamwork
- Trustworthiness



Supervisory Responsibility:

There is no personnel supervisory responsibility in this role.

Physical Demands:

This position does not have heavy physical demands. The physical demands are in line with a typical office position, for example: light lifting, walking, sitting, and standing.

Working at Du Mond Grain, LLC

Our Vision: To be a *model* agricultural enterprise through *innovative* approaches emphasizing *growth* and fostering an *enjoyable* work environment.

Our Mission: Challenge, Provide, Lead and Feed

- **Challenge** – Challenge the status quo and thrive to be more efficient and effective.
- **Provide** – Provide our customers with a superior product, while providing our employees with an enjoyable work environment.
- **Lead** – Lead the agricultural industry through cutting edge innovative production and business practices.
- **Feed** – Feed the world, by producing high-quality consistent products.

The expectation is that all employees embody the mission and vision when making decisions, solving problems and interacting with customers and colleagues.