

## **Job Description – Office Administrative Assistant (part-time)**

**Reports to:** Building Center Manager    **Status:** Part-Time

**Overall Job Function** The part-time office administrative assistant maintains an effective office environment that satisfies customers and helps the organization achieve its overall goals

### **Essential Job Functions**

- Provides support to management and sales staff
- Record keeping of sales and purchases
- Greets visitors to the office and assist at the counter when needed
- Handles incoming / outgoing emails, faxes and phone calls
- Participates in special projects when needed
- Other duties as assigned

### **Secondary Responsibilities:**

- Consistent positive and can do attitude
- Strong interpersonal skills
- Knowledgeable on company software and software support
- Ability to handle stressful situations professionally

### **Competencies**

- High level of customer service focus
- Supports a consistent professional image of the company
- Observes safety policy and procedure as an absolute
- Attitude of positivity and reacts calmly under pressure
- Work ethic of the highest integrity
- Commitment to dependability and willingness to work to meet goals and deadlines
- Effectively solve problems
- Proficient with Excel and Microsoft programs
- Excellent communication (verbal, written, listening) and teamwork skills
- Strong organizational skills and an attention to detail

### **Education & Experience**

High School Diploma or GED

### **Work Environment**

This position is based in a fast paced office setting. Equipment utilized will be computer, phone, fax, copy machine and other standard office equipment. Typical office hours are part-time, 3 days per week, Friday 8am to 5pm.

## Physical Demands

While performing job functions the employee will be required to talk and hear most of the time. The employee will spend frequent intervals moving and sitting, while also needing to reach, bend, twist, crawl, crouch, stoop or kneel on occasion. The employee will need to be able to lift up to 25 pounds occasionally and 15 pounds frequently. The physicality of this job is low.

**\*FCS job descriptions are a representation of a job requirements knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

**After reading the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I realize this document is intended to be an accurate reflection of the position; however, Farmers Cooperative Society reserves the right to revise, add or eliminate job functions and duties as conditions warrant. I also understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek to achieve the company's goals. I further understand that this job description does not constitute a contract of employment, nor alter my status as an "at-will" employee**

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**Employee Name (please print)**

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**Employee Signature**

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**Date**

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**Supervisors Name (please print)**

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**Date**