

PURPOSE

The Administrative Assistant is responsible for providing an advanced level of administrative support to the Production Department in order to ensure effective and efficient operations.

DIMENSION/FUNCTION

The Administrative Assistant reports to the Plant Manager and is responsible for providing complex and diverse administrative support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other responsibilities as management may deem necessary from time to time.

- Responsible for accurate entry of information into the grower and inventory system. This includes weight tickets at harvest, seed reports, seed transfer tickets, grower contract information, grower elections and grower reimbursement.
- Prepare, review and maintain contracts, leases and documentation associated with growers, contractors and sub-contractors.
- Enter and update all seed stock inventory and invoices in database.
- Coordinate job ads, presentations, and employment packets for seasonal employees.
- Assist field technicians with coordination of grower information and contracts.
- Organize and maintain multiple reports pertaining to inventory, harvest yields, field data, and invoicing and payments.
- Track and monitor winter production shipping and receiving.
- Assist in the administration of company policies and department procedures.
- Coordinates work flow between the Plant Manager and all other areas of Wyffels Hybrids.
- Supervise Production clerical personnel.
- Perform various administrative functions including filing, copying, faxing, etc.
- Composes and processes routine correspondence.
- Flexibility to work overtime when needed.

QUALIFICATIONS

- Associates degree in Business or related field.
- 5+ years' experience working in an Administrative Role
- Database administration experience
- Knowledge of general accounting procedures.
- Seed industry experience is a plus

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Proficient in Microsoft Office (Word, Excel and PowerPoint).
- Demonstrate accuracy and thoroughness and monitors work to ensure quality.
- Professionally deal with unexpected demands, adapt to change in workload, and organize priorities.

- Exceptional verbal and written communication skills
- Establish and maintain effective working relationships with employees, supervisors, business partners, and the public.
- Ability to perform tasks and achieve results with a high degree of accuracy and efficiency.
- Demonstrate the ability to manage time and meet deadlines.

PHYSICAL REQUIREMENTS:

Type of Activity	Description of activity or where activity is performed	Frequency
Sitting	At desk	Frequently
Talking/Hearing	Voice communication with customer & co-workers	Daily
Typing/Writing	Type & enter data into computer, complete paper work and forms, take notes, send electronic mail	Daily

WORK ENVIRONMENT

This is primarily an office position, but may occasionally travel within the geographic location of the business to attend meetings.