



**Job Title:** MVS Admin Assistant

<b>Division:</b>	Mountain View Seeds (MVS)	<b>Job Code:</b>	18070
<b>Location:</b>	8955 Sunnyview Rd NE Salem, OR 97305	<b>Travel Required:</b>	No
<b>Level\Pay Range:</b>	Hourly \ \$15 - \$20 depending on experience	<b>Position Type:</b>	Clerical, Non-Exempt
<b>Reports to:</b>	Jeff Bohnke, MVS Operations Manager		

**Job Description**

**PURPOSE**

The purpose of this job is to provide reception, front office support and general administrative assistance for the Mountain View Seeds Production operations, which is part of Pratum Co-op.

This is a very important customer service role as this position is a primary connection between MVS and its vendors and customers. This job significantly contributes to Pratum Co-op’s overall mission to be an **agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are general tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned by management.

**TASKS**

- Answering and managing phone calls using a multi-line phone system
- Open and distribute mail
- Shipping: check in truckers, receiving and bills of lading
- Personally welcome and direct clients, visitors and vendors
- Filing, faxing, emailing as directed
- Data entry
- Invoicing and credit memos
- Deposits
- Order office supplies
- Other tasks as assigned by the Customer Service Manager

**EXPECTATIONS**

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum’s Values



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- **Integrity:** always doing the right thing
- **Safety:** committed to a safe environment for our employees and customers
- **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Passionate engagement with the MVS, motivated to contribute to the team’s success and the fulfillment of our mission, vision and values

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High School Diploma or equivalent

**PREFERRED SKILLS**

- Efficient, effective, confident, and courteous communication with customers
- Ability to work well with others
- Knowledge of Microsoft Word and Excel
- Strong organizational ability
- Attention to detail, while managing multiple tasks

Prepared By:	Mark Garland, HR Manager	Date:	March 14, 2018
Approved By:	Jeff Bohnke, MVS Operations Manager	Date:	March 14, 2018
Last Updated By:	Mark Garland, HR Manager	Date/Time:	May 4, 2020
Employee Name:		Email:	
Employee Signature:		Date:	



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### Physical Requirements

**General Notes:**

This is primarily an office position so being able to work in a chair for long periods of time is essential

**Tools & Equipment Used:**

Typical office equipment

**ENDURANCE**

Sitting  
Standing  
Walking  
Change Positions?

Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
				X	3	<= 8
		X			0.5	1
	X				0.5	1
		X				

**LIFTING AND CARRYING**

1-20 lbs  
21-50 lbs  
51-75 lbs  
>75 lbs

Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
			X	
		X		
X				

**Maximum # lifted/carried without assistance** 80 **Lifts/carries exceeding this weight are done with 2 people or lift device**

**OTHER PHYSICAL REQUIREMENTS**

Bend/Stoop  
Twist  
Crouch/squat  
Kneel/Crawl  
Walk-Level surface  
Walk-Uneven surface  
Climb Steps/Ladder  
Work at heights  
Reach at or above Shoulder  
Use of Arms, Wrist  
Use of Hands grasping/squeezing  
Operate foot controls

Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
	X			
	X			
	X			
X				
		X		
	X			
X				
	X			
				X
		X		
	X			

**ENVIRONMENT:**  Inside 95 % of time  Outside 5 % of time  
 Temperature Extremes  Yes  No Vibration  Yes  No  
 Works on or around moving machinery or mechanical parts  Yes  No

**SIGNATURES**

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Representative(s):

Print Name	Title	Signature	Date