

## Job Description

Job Title: Administrative Internship			
<b>Division:</b>	Mountain View Seeds (MVS)	<b>Shift:</b>	8 to 5 Mon - Fri
<b>Location:</b>	8955 Sunnyview Rd NE Salem, OR 97305	<b>Travel Required:</b>	None
<b>Level\Pay Range:</b>	Non-exempt \ \$13 to \$18/hr DOE	<b>Position Type:</b>	Seasonal internship
<b>Reports to:</b>	MVS Operations Manager		
<p><b>PURPOSE</b></p> <p>The purpose of this job is to assist the MVS office staff in a variety of ways to both accomplish administrative tasks and to provide the intern with basic experience related to the grass seed industry. As with our permanent positions, this job contributes to fulfilling <b>Pratum’s mission is to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.</b></p> <p>The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.</p> <p><b>TASKS &amp; RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Conduct a variety of general administrative duties related to grass seed orders and customer service</li> <li>• Assist with answering phones and routing calls</li> <li>• Assist with various data entry</li> <li>• Assist with filing and organization</li> <li>• Enter seed analysis test results</li> <li>• Helps ensure customers’ needs are met and there is a good sales experience with the company</li> <li>• Assist with events and trade shows</li> </ul> <p><b>EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>• Comply with international, federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook</li> <li>• Function in a way that fulfills Partum’s Values: <ul style="list-style-type: none"> <li>○ <b>Integrity:</b> always doing the right thing</li> <li>○ <b>Safety:</b> committed to a safe environment for our employees and customers</li> <li>○ <b>Professionalism:</b> dealing with all relationships in a courteous and respectful manner with a positive image, timeliness</li> </ul> </li> </ul>			

## Job Description

- **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
- Flexibility: the ability to adapt quickly and manage multiple tasks
- Eagerness to learn about office functions related to the grass seed industry
- Interest in agri-business careers

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Pursuing BSc degree in agri-science, marketing, sales, or related field preferred
- Previous experience in agriculture a plus

### PREFERRED SKILLS

- Self-motivated
- Excellent verbal and written communication skills
- Ability to communicate in a professional manner
- Proficiency with Microsoft Office products: Word, Excel, Outlook, etc.
- Strong organizational ability
- Attention to detail, while managing multiple tasks

Prepared By:	Mark Garland, HR Manager	Date:	January 24, 2022
Approved By:	Aaron Kuenzi, Pratum Seed Division Manager	Date:	January 25, 2022
Last Updated By:		Date/Time:	
Employee Name:		Email:	
Employee Signature:		Date:	

## Job Description

### Physical Requirements

**General Notes:**

This is job requires office hours which means employee will need to be able to sit for hours at-a-time

**Tools & Equipment Used:**

Typical office equipment

**ENDURANCE**

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting					<b>X</b>	2	8+
Standing				<b>X</b>		1.5	4
Walking				<b>X</b>			
Change Positions?				<b>X</b>			

**LIFTING AND CARRYING**

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				<b>X</b>	
21-50 lbs			<b>X</b>		
51-75 lbs		<b>X</b>			
>75 lbs	<b>X</b>				

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

**OTHER PHYSICAL REQUIREMENTS**

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop		<b>X</b>			
Twist		<b>X</b>			
Crouch/squat			<b>X</b>		
Kneel/Crawl	<b>X</b>				
Walk-Level surface				<b>X</b>	
Walk-Uneven surface			<b>X</b>		
Climb Steps/Ladder	<b>X</b>				
Work at heights	<b>X</b>				
Reach at or above Shoulder		<b>X</b>			
Use of Arms, Wrist				<b>X</b>	
Use of Hands grasping/squeezing			<b>X</b>		
Operate foot controls	<b>X</b>				

**ENVIRONMENT:**  Inside 100 % of time  Outside \_\_\_\_\_ % 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