



## Job Description

| Job Title: Ag Administrative Assistant |  |                         |  |
|--|--|-------------------------|--|
| <b>Division:</b>                       | Agronomy                               | <b>Hours:</b>           | Office 8 to 5 (add'l hours required in busy seasons) |
| <b>Location:</b>                       | 2892 Howell Prairie<br>Salem, OR 97305 | <b>Travel Required:</b> | No   |
| <b>Level\Pay Range:</b>                | Hourly<br>\$18 - \$25 annual DoE       | <b>Position Type:</b>   | Office Admin   |
| <b>Reports to:</b>                     | Purchasing Manager                     |                         |  |

### PURPOSE

The purpose of this job is to administratively support agronomy sales and operations, while contributing to Pratum's overall mission, which is 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

- Provide direct administrative support to Agronomy Division Manager.
- Reception: answer, direct phone calls, greet, assist walk-in customers with purchases, payments
- Customer work order input, reconciliations and management
- Assist the location crop advisors with Agvance reports and any precision farming programs in use
- Develop and generate reports for crop advisors and management staff
- Assist with the ordering of fertilizer and chemical products
- Fertilizer and chemical inventory tracking and accuracy related to receiving and shipping, reconciling as necessary
- Reconcile complex financial product settlements in a timely and accurate manner
- Order and maintain office supplies (i.e. tickets, paper, computer supplies)
- Assist with the kitchen area, supplies and organization, alert manager to location staff who aren't cleaning up after themselves
- May be required to run errands, small deliveries
- Assist with producing and mailing monthly customer statements
- File accounts payable and other paperwork
- Assist with marketing and recruiting efforts related to keeping Pratum Agronomy a prominent and dominant farm service and supply competitor.

### EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook



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- Function in a way that fulfills Pratum’s Values
  - **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 Pratum Agronomy, motivated to contribute to Pratum’s success and the fulfillment of our mission, vision and values
- Good math and organizational skills with the ability to prioritize multiple assignments
- Willingness to work overtime and some Saturdays during the busy seasons

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 2-to-3 years of experience
- Some on-the-job training available

### PREFERRED SKILLS

- Excellence in word processing, spreadsheets, database programs
- Independent problem solving
- Knowledge and/or experience agricultural commodity sales and operations
- Efficient and effective communication
- Familiarity with and willingness to learn how to use various technology

|                     |                                |            |                   |
|---------------------|--------------------------------|------------|-------------------|
| Prepared By:        | Mark Garland, HR Manager       | Date:      | February 21, 2022 |
| Approved By:        | Nick Gerig, Purchasing Manager | Date:      | July 14, 2022     |
| Last Updated By:    |                                | Date/Time: |                   |
| Employee Name:      |                                | Email:     |                   |
| Employee Signature: |                                | Date:      |                   |



# Job Description

## Physical Requirements

### General Notes:

A sales position with some significant physical requirements

### Tools & Equipment Used:

Typical office equipment, pickup truck, quad, field sampling equipment.

### ENDURANCE

|                   | Never | Seldom<br>1-5% | Occas.<br>6-33% | Freq.<br>34-66% | Continuous<br>67-100% | Total Hours<br>At one time | Total Hours in a<br>work day |
|-------------------|-------|----------------|-----------------|-----------------|-----------------------|----------------------------|------------------------------|
| Sitting           |       |                |                 | X               |                       | 2                          | 7                            |
| Standing          |       |                |                 | X               |                       |                            |                              |
| Walking           |       |                |                 | X               |                       |                            |                              |
| Change Positions? |       |                |                 | X               |                       |                            |                              |

### LIFTING AND CARRYING

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

|           | Never | Seldom<br>1-5% | Occas.<br>6-33% | Freq.<br>34-66% | Continuous<br>67-100% |
|-----------|-------|----------------|-----------------|-----------------|-----------------------|
| 1-20 lbs  |       |                |                 | X               |                       |
| 21-50 lbs |       |                |                 | X               |                       |
| 51-75 lbs |       |                | X               |                 |                       |
| >75 lbs   |       | 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<br>1-5% | Occas.<br>6-33% | Freq.<br>34-66% | Continuous<br>67-100% |
|---------------------------------|-------|----------------|-----------------|-----------------|-----------------------|
| Bend/Stoop                      |       |                | X               |                 |                       |
| Twist                           |       |                | X               |                 |                       |
| Crouch/squat                    |       | X              |                 |                 |                       |
| Kneel/Crawl                     |       | X              |                 |                 |                       |
| Walk-Level surface              |       |                |                 | X               |                       |
| Walk-Uneven surface             |       |                |                 | X               |                       |
| Climb Steps/Ladder              |       |                | X               |                 |                       |
| Work at heights                 |       | X              |                 |                 |                       |
| Reach at or above Shoulder      |       |                | X               |                 |                       |
| Use of Arms, Wrist              |       |                |                 | X               |                       |
| Use of Hands grasping/squeezing |       |                |                 | X               |                       |
| Operate foot controls           |       |                |                 | X               |                       |

ENVIRONMENT:  Inside 90 % of time  Outside 10 % 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 |
|------------|-------|-----------|------|
|            |       |           |      |