R.D. OFFUTT FARMS

Job Title: Farm Office Admin
Reports To: Farm Accounting Manager
Supervises: None
Job Group: Administrative
Exempt or Non-Exempt: Non-Exempt
Status: Part Time

Job Summary:

The Farm Office Admin provides administrative support to the farm location and farm office team. This role coordinates office activities and works with all departments to support efficient R.D. Offutt Farms operations.

Job Duties Include:

- Answers phones, provides routine information to callers, routes calls, and takes and relays messages.
- Greets visitors and provides a welcoming presence representing R.D. Offutt Farms.
- Assists the farm manager with preparing and mailing land licenses.
- Reports water use to the Department of Natural Resources.
- Compiles, reports, and enters farming activity data, including planting, harvest, chemical, and fertilizer records.
- Coordinates onboarding paperwork, related forms, and onboarding activities for farm employees.
- Organizes incoming invoices and expense reports and routes them to the appropriate individuals. Ensures correct cost codes and required approvals are obtained and accurately enters invoices into the company's enterprise resource planning (ERP) system.
- Coordinates the collection of payroll approvals.
- Organizes records and maintains an orderly office environment.
- Organizes the annual flight clinic for aerial applicators.
- Provides executive assistant and meeting support for the office location.
- Maintains the building and orders supplies.
- Has no supervisory responsibility but may provide leadership and guidance to temporary staff and/or assist with orientation of new work group members. Makes decisions based on established policies and/or practices, with guidance from supervision or management.
- Takes initiative and works independently and collaboratively with other personnel and management.
- Represents self and company in a professional and positive manner.
- Attends required company meetings and training and participates in constructive discussion.
- Follow all safety rules and regulations while performing work assignments. Adheres to all policies and procedures specified in company manuals and the employee handbook.

- Conducts self professionally with customers and the community to present a positive image of R.D. Offutt Company.
- Proactively seeks and participates in available company-sponsored training to develop and advance knowledge and skills.
- Maintains positive, professional working relationships with peers, management, and support resources, with a consistent commitment to teamwork and exemplary customer service.
- Performs all other duties assigned by management in a professional and efficient manner.
- Overtime and local travel may be required based on seasonal demands.

Requirements:

- No specific educational degree is required; an associate's degree is preferred.
- Experience with telephone systems, scanning, and file management
- Experience with Microsoft products, including Outlook, Word, Teams, and Excel, and other software products is preferred.
- Ability to read and write simple correspondence in English
- Ability to communicate effectively in English
- Ability to communicate effectively in Spanish is a plus
- Maintain a welcoming, positive presence in a busy office environment.
- Exceptional verbal and written communication skills.
- Ability to effectively prioritize and execute tasks in a fast-paced environment
- Ability to work independently while maintaining attention to detail and continuous awareness.
- Candidate must have valid work authorization and be able to work in the U.S. without company sponsorship

Essential Job Functions:

Activity Hours Per Day	**Never** 0 Hours	**Occasionally** Up to 3 hours per day	**Frequently** 3-6 hours per day	**Constantly** 6-8+ hours
Sitting			X	
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)			X	
Squatting		X		
Climbing	X			
Kneeling		X		
Crawling	X			

Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___			x	
Is repetitive use of hand required?			X	
Simple Grasping			X	
Power Grasping	X			
Fine Manipulation			X	
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.		X		
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.		X		
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			

Driving cars, trucks, forklifts, other equipment?		X		

EOE/M/F/Disabled/Veteran