



Nutrient Advisors has established itself as the elite compliance record keeping and manure management service for large livestock operations across the Midwest. We are a full service company that is focused on saving our clients' valuable time, bringing them peace of mind that their operation is in compliance, and helping them to maximize the return from their manure fertilizer resources.

Position Title: Administrative Assistant

Position Definition: This position is to assist the General Manager and other managers with all needed administrative and clerical duties. While performing these assigned duties, this position is responsible for ensuring accuracy, effectiveness, and efficiency. This position must maintain strict confidentiality regarding business operations, finance, and all other proprietary areas.

Position Qualifications: This position will require excellent communication skills, both oral and written, with the ability to effectively listen to, understand, and exchange information with others. The applicant must be extremely organized and detail oriented. The applicant should have excellent computer skills, especially in Microsoft Office. The applicant should possess good problem solving skills, have the ability to meet deadlines, and adapt to changing priorities. The applicant must be able to maintain a high level of performance when working against a time constraint or deadline. Honesty and Integrity are a must and the highest level of client confidentiality is essential. A general understanding of agriculture will be preferred. This position requires at least an associate's degree and a bachelor's degree is preferred.

General Duties will include:

- Answer the telephone using organization script and take clear and accurate messages.
- Provide a positive visual and verbal image to the public, suppliers, customers and to all co-workers.
- Communicate daily with supervisor regarding projects, task status, and needs.
- Perform clerical duties including but not limited to: photocopying, faxing, scanning, emailing, and filing.
- Deliver and receive mail, deposits, and other items from post office, bank, etc.
- Lab Submittals, Shipping, and receiving of various samples, supplies, etc.
- Oversee the cleanliness and orderliness of the front office area.
- Assist in implementing and improving processes and procedures.
- Oversee all office supply inventories and request office supplies, as needed.
- Assist with all compliance and certification paperwork and filings, as requested.
- Ensure accuracy, focus and detail with all paperwork, written work and reports.
- Balance schedules and take responsibility to meet deadlines and goals.
- Maintain confidentiality of sensitive and proprietary information.

