



Office Assistant Job Description

Public Relations Image

Perform initial contact with retail customers/prospects to meet their needs regarding payments of bills, account balances, complaints, office visits, phone questions, or other sales and customer relations activities.

Office Organization

Organization of office and maintenance of record keeping system as established by the Davenport Office Manager as well as the special record needs of the retail manager and retail general manager.

Inventory Control

Organization of records to assure a system that carefully monitors inventory losses and gains on a day-to-day and season basis, reporting those changes to the Davenport Office Manager.

Credit Control

Working with Davenport Credit Department by assisting Retail Manager with approval and collection of accounts and any special credit programs, crop liens or lines of credit.

Other Responsibilities

- Recognizing communication relationship with both the retail manager and the Davenport Office Manager.
- Keeping the Retail Manager informed as to all office activities.
- Keeping informed as to product and program knowledge.
- Staying abreast of the evolution of the agricultural economy and the fertilizer industry.
- Pursuing other training that would be applicable to job performance, i.e., computer programming, basic accounting, and basic understanding of farming needs.
- Responsible for physical appearance of retail office area.
- Federal and State regulations related to fertilizer and chemical industry will be provided by the Davenport office and Retail Manager. Procedures will be implemented, and guidelines must be followed to assure compliance.

Benefits

- Health/Dental Insurance
- 401K Profit Sharing Plan
- Cafeteria Plan/Medical & Development Care
- Paid Vacation/Sick Leave
- Short Term/Long Term Disability (eligibility required)
- Life Insurance (eligibility)