

# FOX RIVER VALLEY ETHANOL LLC

## JOB DESCRIPTION

**POSITION:** Administrative Assistant

**STATUS:** Non-exempt

**REPORTS TO:** Distillers Grain Merchandising Manager

**DATE:** June 2021

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### **Position Summary:**

The Administrative Assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks. Observes all safety rules and regulations and always conducts self in a safe manner. Includes a variety of bookkeeping, human resources, vendor/customer services, office/communications equipment, data entry and logistics duties, and general oversight/maintenance of the office.

### **Duties and Responsibilities:**

- Learns, understands, and always complies with applicable plant safety rules and regulations. Holds self and others accountable for safe operations, wears required PPE, participates in regular safety training and testing.
- Works with Accounting to ensure that information for the location is maintained and reported according to procedures. Provides administrative and bookkeeping support to Accounting on a variety of established daily, weekly and monthly activities for settlements and account reconciliations. Updates various spreadsheets and enters data into computerized accounting system.
- Primary back-up for commodities assistant position
- Assists in coordinating a variety of events. Ensures rooms are set up appropriately and returns them to set point at conclusion of meetings/events.
- Performs general administrative duties for Plant Manager as well as other members of leadership, which includes composing, transcribing, and typing reports, memos, and correspondence; photocopies; scanning documents; sending and receiving faxes; performing general errands for office.
- Answers all incoming telephone calls promptly, answers questions or directs callers to appropriate individuals. If needed, takes messages and promptly forwards to recipient.
- Greets visitors to office in a friendly and professional manner, answers questions or directs them to appropriate individual for assistance. Ensures that visitor's log is completed, issues PPE if needed.
- Keeps front office area neat, clean, organized, and stocked to maintain professional image.
- Ensures that the office and surrounding areas are maintained in an orderly and clean manner.
- Processes daily incoming/outgoing mail and packages according to established schedule and procedures. Ensures adequate postage is on hand for smooth operations.
- Work with Distiller's Grain Merchandising Manager on completing settlements for corn syrup, corn oil, WDGs, DDGs, and CO2 in Grain Smart.
- Process credit applications with the Distiller's Grain Merchandising Manager following appropriate format from banking industry.
- Assists others with special projects and other work as needed or assigned both in the office as well as out in the plant.

### **Work Relationships:**

Reports directly to Distiller's Grain Merchandising Manager. Works closely with management and employees, as well as main office employees at Ace Ethanol LLC. Regular, daily contact with customers and vendors, by phone and in person.

### **Required Skills & Abilities:**

- Must be reliable and timely in reporting to work
- Think and work safely
- Interact professionally with external contacts (producers, drivers, customers, etc.)
- Accurately troubleshoot and resolve administrative problems
- Gain the trust and respect of co-workers and management
- Communicate effectively
- Conduct self with honesty and integrity
- Take initiative to notice what needs to be done
- Must be able to read and clearly speak English, interact professionally with other people by telephone and in person, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, fractions and decimals), use a computer proficiently for data entry and retrieval, use postage machine.

### **Education & Experience:**

- High School diploma required. Associate degree education or equivalent (preferably in Accounting or Office Administration) preferred.
- 1-2 years of bookkeeping/administrative experience preferred.
- Proficient with Microsoft Office (Word, Excel, Outlook). Must be able to work both independently and as a team member, and multi-task effectively. Good planning and organizational skills.

### **Physical Requirements:**

- Work is performed mostly indoors in a pleasant office environment but may also spend time in the plant.
- May be subjected to odors from incoming and outgoing products, occasional outdoor heat, cold, humidity, rain, snow, etc.
- Requires excellent eye-hand coordination for data entry, periods of sitting and standing, working at a computer terminal, use of a variety of office equipment.
- During harvest season, work can be mostly standing and there are deadline pressures to weigh loads, test corn, communicate with others and document
- Must be able to lift up to 15 pounds at times.

This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.