

Equity Cooperative Livestock Sales Association
Position Description

Position Title: Office Manager
Location: Johnson Creek
Reports to: Market Manager
FLSA Status: Non-Exempt

Overview:

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. The responsibility of the person in this position is to positively conduct activities and services under the direction of the Market Manager in order to establish a strong, competitive and profitable marketing operation for all patron members, operate daily responsibilities in a manner that meets all Cooperative policies, and manage daily responsibilities in accordance with established goals, plans, procedures and budgets as directed by the Chief Operations Officer.

Essential Functions:

1. Promotes the advantages of doing business with Equity Livestock
2. Acts in compliance with all State and Federal Rules and Regulations that apply to the market location and the movement of livestock both intrastate and interstate
3. Ensures compliance with all Equity policies
4. Manages and promotes all Equity Livestock Marketing Programs
5. Responsible for the operation of the livestock market office including:
 - Supervises and trains all office employees
 - Conducts day to day operations in the office, including handling the market's mail, maintaining livestock ID records, docking in livestock, managing office supply inventory, administering the credit and mortgage policies,
 - Supervises accounting functions for the market, including invoicing, issuance of checks, processing stop payments, maintaining petty cash, and deposits.
 - Maintains office machines
6. Oversees the functions of the dock-in person and the clerk
7. Submits worker's compensation injury reports to Human Resources
8. Processes livestock loss claims
9. Provides excellent customer service to all patrons
10. Attends market related meetings and activities
11. Maintains confidentiality
12. Other duties, as assigned.

Qualifications and Requirements:

1. Ability to multi-task
2. Good computer skills
3. Good planning and organizational skills
4. Well-developed interpersonal and communication skills
5. Strong positive history of professionalism and working with people
6. Some livestock background helpful
7. Some office and accounting experience a plus

Available Training:

1. One on one training with office manager trainer
2. Office managers training manual, Q & A
3. ELM troubleshooting guide
4. Orientation with Baraboo accounting staff
5. First Aid training