

Equity Cooperative Livestock Sales Association Position Description

Position Title: Office Manager
Location: Marion Market
Reports to: Market Manager or his/her designee
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 Market Manager.

Essential Functions:

1. Promote the advantages of doing business with Equity Livestock
2. Act in compliance with all State and Federal Rules and Regulations, as well as all Equity Livestock policies that apply to the market location and the movement of livestock both intrastate and interstate
3. Provide excellent customer service to all patrons while maintaining confidentiality
4. Responsible for the operation of the livestock market office including:
 - Supervise and train all office/clerical employees
 - Conduct day to day operations of 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, process livestock insurance claims
 - Supervise accounting functions for the market, including invoicing, issuance of checks, processing stop payments, maintaining petty cash, and deposits.
 - Answer phone and receive messages or transfer calls as needed
 - Maintain office machines
5. Complete new hire paperwork and forward to Human Resources
6. Submit worker's compensation injury reports to Human Resources
7. Attend market related meetings and activities
8. Unlock and lock facility, shutting off lights and equipment when needed
9. 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:

One on one training with office manager trainer
Office managers training manual, Q & A
Genesys troubleshooting guide