

**Equity Cooperative Livestock Sales Association
Position Description**

Position Title: Office Assistant
Location: Bonduel
Reports to: Office 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 Office 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 Office Manager.

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. Promotes all Equity Livestock Marketing Programs
5. Assists with the operation of the livestock market office including:
 - Day to day operations in the office, including handling the market's mail, maintaining livestock ID records, managing office supply inventory, administering the credit and mortgage policies,
 - Assists with accounting functions for the market, including invoicing, issuance of checks, processing stop payments, maintaining petty cash, and deposits.
 - Maintains office machines
6. Enter accurate headcount, species code, backtag, and seller information in the Receiving Area.
7. Update or verify headcount, species code, backtag, and enter price, and buyer information from auction ring
8. Communicate with co-workers to make corrections and document corrections appropriately
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:

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