Equity Cooperative Livestock Sales Association

OFFICE MANAGER

Monroe Market

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 that apply to the market location and the movement of livestock both intrastate and interstate
3. Ensure compliance with all Equity policies
4. Manage and promotes all Equity Livestock Marketing Programs
5. Responsible for the operation of the livestock market office including:
   - Supervise and train all office 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,
   - Supervise accounting functions for the market, including invoicing, issuance of checks, processing stop payments, maintaining petty cash, and deposits.
   - Maintain office machines
6. Oversee the functions of the dock-in clerk, auction clerk, and office assistant
7. Submit worker's compensation injury reports to Human Resources
8. Process livestock loss claims
9. Answer phone, email messages and receive messages or transfer calls as needed
10. Provide excellent customer service to all patrons
11. Attend market related meetings and activities
12. Unlock and lock facility, shutting off lights and equipment when needed
13. Maintain confidentiality
14. Other duties, as assigned.

Qualifications and Requirements:

1. Education: High School diploma or GED required with 2+ years of administrative, business or clerical experience.
2. Ability to multi-task
3. Good computer skills
4. Good planning and organizational skills
5. Well-developed interpersonal and communication skills
6. Strong positive history of professionalism and working with people
7. Some livestock/Agricultural background helpful
8. Some office and accounting experience a plus

Position Title: Office Manager
Market Location: Monroe

Reports to: Market Manager or his/her designee
FLSA Status: Non- Exempt