



JOB DESCRIPTION

JOB TITLE: Administrative Office Assistant

FLSA STATUS: Non-Exempt

SUPERVISOR'S TITLE: VP of HR

General Summary: The Administrative Office Assistant's role at Homeland Energy is to support the Office Manager (VP of HR) with a variety of daily office duties along with any other tasks necessary to complete such work.

Essential Duties and Responsibilities:

- General office duties such as filing, scanning, printing, answering phones, welcoming vendors, and administering contractor safety
- Organizing the office and assisting employees to optimize processes
- Sorting and distributing communications in a timely manner such as mass mailings and other confidential materials
- Monitoring levels of supplies and handle shortages
- Assisting in any requests/requirements for scheduled meetings
- Responsible for general office cleaning
- Back-up for the Scalehouse Operators when needed
- Accomplishes all tasks as appropriately assigned or requested.

Required Knowledge, Skills, and Abilities: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Strong customer service skills, sense of urgency to complete duties and responsibilities, detail oriented, and ability to multi-task.
- Excellent oral and written communications skills
- Strong computer skills in Microsoft Office.
- Knowledge and understanding of office management procedures

Education and Experience: Prior office experience a plus but not required.

Physical Requirements: Must also be able to perform the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Ability to lift 10-15 lbs.
- Operate and manage general office equipment
- Regular attendance, able to work around 30 hours a week
- Able to freely access all areas of Company premises, including going up and down stairs
- Follow and enforce all safety precautions
- Use of a two-way radio for communication with plant
- Communicate to employees and management for direction

Working Conditions: Standard office setting, some exposure to dust.

While this job description attempts to identify a number of essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all the duties of the job and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.

EOE