



JOB DESCRIPTION

JOB TITLE: Administrative Assistant

FLSA STATUS: Non-Exempt

SUPERVISOR'S TITLE: CEO

General Summary: The Administrative Assistant's role at Homeland Energy is to conduct a variety of daily office duties and member relations 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
- Member Relations liaison (transfers, sales, questions, annual meetings, etc)
- Processing Accounts Receivables, entering chemicals, and collate/distribute daily mail
- Assisting in organizing any employee activities/events
- Responsible for general office cleaning coordination
- Provide administrative support for CEO
- Exhibits polite and professional communication via phone, email and mail
- 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
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques
- Monitoring levels of supplies and handle shortages
- Managing postage machine
- Assist in alcohol/drug testing
- Assisting in any requests/requirements for scheduled meetings
- Back-up for the Scalehouse Operators when needed
- Mail out corn settlements with payments
- 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.
- Solid organizational skills and professional demeanor
- Ability to maintain confidentiality
- Safety oriented
- Excellent oral and written communications skills
- Strong computer skills in Microsoft Office applications.
- Knowledge and understanding of office management procedures

Education and Experience: High school diploma or equivalent education and 3+ years of administrative assistant experience required. Knowledge of appropriate software including but not

limited to: Microsoft Word, Excel and Outlook, Microsoft PowerPoint and Adobe Acrobat. Valid drivers license.

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 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