

Administrative Assistant

Administrative assistants have a wide variety of responsibilities within a cooperative. These people work within an office setting and are the key members of the accounting team. These individuals assist all departments with day-to-day accounting including accounts payable, accounts receivable, grain accounting, inventory tracking, and customer service support.

What responsibilities will I have?

- Perform general clerical tasks including typing, filing, and mail distribution
- Answer telephones, take messages, and greet and announce visitors
- Compile and update records through data entry; prepare various reports
- Record and verify information concerning matters such as shipments and billing of product and services
- Maintain inventory of office supplies for administration and employee use; reorder supplies as needed
- Learn various responsibilities of other office members and serve as a backup to those job duties when needed
- Prepare weekly and monthly activity reports for supervisors
- Manage and maintain customer master files and account reporting
- Generate and review monthly reports and activities such as monthly statements and mailings
- Reconcile monthly accounts such as bank accounts and vendor statements
- Manage and maintain vehicle reporting and maintenance logs
- Support department managers and cooperative management with department reporting and inquiries
- Compose letters and memorandum for communication
- Communicate customer issues between locations

What education and training is necessary?

A high school diploma, associates degree in business or similar field, or years of experience in the field is necessary to become an administrative assistant.

What high school courses are recommended?

Agriculture education, mathematics, business, personal finance, and computer courses

Who are typical employers in agriculture?

Cooperatives, small to large scale agricultural companies, farms, government agencies, mills, and universities

Other Titles and Roles:

Secretary, clerk, receptionist, office administrator, grain accountant, inventory specialist, customer service representative, accounts specialist, and office manager