

Ag Management Solutions, LLC

Ag Management Solutions is seeking a mature, detail-oriented Administrative Assistant to join our team. The ideal candidate will have excellent organizational skills, a positive attitude, and the ability to handle multiple tasks efficiently. This role involves providing administrative support to various clients, including non-profits, and ensuring the smooth day-to-day operations of our office. If you are a self-starter who thrives in a dynamic environment, we would love to hear from you.

POSITION SUMMARY:

Under the supervision of the Director of Administration, the Administrative Assistant performs a variety of administrative and clerical tasks ensuring the efficient and smooth day-to-day operations of our office. Duties of the Administrative Assistant include providing support to our client and program directors, assisting in daily office needs and managing our company's general administrative activities.

PRIMARY RESPONSIBILITIES

- Assist Client/Program Lead staff with clerical tasks to enhance their program goals
 - Schedule meetings and appointments
 - Make travel and meeting arrangements
 - Write, proofread and/or distribute emails, letters and other correspondence
 - Assist in the preparation of presentations, reports and meeting materials
 - Attend and record minutes for committees and board of director meetings
 - Create and maintain electronic and physical filing systems
 - Organize, inventory and maintain promotional material storage areas
- Serve as back up to Receptionist with the following tasks:
 - Greet and assist visitors as they arrive
 - Answer and direct phone calls in addition to placing outbound calls for follow-up
- Assist with mailroom/copy room activities
- Maintain database records for directors, contacts, mailing lists and historical data
- Assist with processing new and renewing memberships
- Assist with daily office upkeep and organization including overall office, kitchen, boardroom, basement, and storage areas; vacuum and dust as necessary; advising Receptionist of any maintenance or repairs needed
- Assist with the overall organization and stocking of all storage areas
- Assist with logistics for onsite and off-site meetings and events

QUALIFICATIONS

- One to three years experience in an office environment required; some post-secondary education preferred
- Proficiency in MS Office products required. The ability to efficiently utilize Teams, Word, Excel, PowerPoint and Outlook on a daily basis will be necessary.
- Excellent customer service, interpersonal and communication skills, both verbally and in writing.
- Strong note taking skills required, experience taking meeting minutes preferred. General understanding of Roberts Rules of Order a plus.
- Attention to detail and problem-solving skills
- Positive attitude and willingness to assist with a wide range of tasks
- Strong organizational skills with ability to multi-task
- Excellent time management skills and the ability to prioritize work

- Self-starter who works well with minimal supervision; ability to set deadlines and meet them
- Ability to accept direction from multiple sources and to change focus while maintaining quality of work
- Reliable with patience and professionalism
- Ability to stand and mobilize for prolonged periods of time and ability to lift and carry 25 pounds occasionally
- Available to work occasional evenings and weekends as job requires and to travel intrastate

WORKING CONDITIONS

Working conditions are normal for an office environment, as well as minimal intrastate travel

ABOUT US:

Ag Management Solutions (AMS) is an association management company that provides various services, including accounting, administrative services, marketing communications, membership services, events services, and technical expertise to a growing list of client organizations. Our mission is to help small and mid-sized agribusinesses and associations realize efficiencies to maximize effectiveness. AMS employees are passionate about agriculture, talented in their fields, and dedicated to the success of our client organizations. Check out our website to learn more: <https://agmngtsolutions.com/>

WHAT WE OFFER:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.
- The chance to make a significant impact in a leading industry organization.

APPLICATION PROCESS:

Interested candidates should submit a resume and cover letter to hr@agmngtsolutions.com. Please include "Administrative Assistant - [Your Name]" in the subject line of your email.

Ag Management Solutions is an equal-opportunity employer. We look forward to welcoming a passionate and skilled Administrative Assistant to our team!