



JOB DESCRIPTION

JOB TITLE: Seasonal Office Clerk
LOCATION: Sabina, OH
JOB TYPE: Seasonal

REPORTS TO: Administrative Manager
DEPARTMENT: Administrative

JOB SUMMARY: Responsible for performing clerical and administrative duties for the Grain Department in an office setting during peak seasonal times, typically August – November. This position will average between 30 – 40 hours weekly. Assist with other areas as needed.

ESSENTIAL FUNCTIONS: (Note: The following list of essential functions is not exhaustive, and may be supplemented as necessary)

1. Answer the phone for the Grain Department to take messages or redirect calls to appropriate coworkers.
2. Answer the phone for other areas if needed.
3. Greet customers warmly and professionally, and direct them to the appropriate location.
4. Assist with filing duties as assigned.
5. Perform some data entry as needed.
6. Perform other office duties as assigned.

PERIPHERAL FUNCTIONS:

1. Perform all other duties as assigned.

ADDITIONAL COMMENTS: All employees of Sabina Farmers Exchange are responsible for working toward the corporate mission and all quality goals of the organization. Confidentiality must be maintained at all times.

TIME ALLOTMENT TO WORK OBJECTS AND EQUIPMENT:

Stationary Equipment:
 Computer/Printer and other miscellaneous office equipment
 Telephone

HOURS PER DAY

As Needed
 Frequently

PHYSICAL REQUIREMENTS:

Mental/Visual (mind/eye/hand coordination)
 Sitting
 Lifting up to and including 40 lbs.

HOURS PER DAY

6 to 8
 6 to 8
 1/2 to 1

EDUCATION: High School Diploma, or equivalent (GED), required.

EXPERIENCE: One (1) year related work experience required. An agricultural background a plus.

SKILLS: Excellent communication, interpersonal, organizational, customer service and phone skills are required. Must have a positive attitude, be reliable, and proficient in Microsoft Office products.

LICENSE: Must have a valid driver's license

We provide equal opportunities for women, minorities, veterans and individuals with disabilities.