



Nutrient Advisors consults the livestock industry across the Midwest in the area of environmental compliance, permitting, and manure-nutrient management. Our focus is to save our clients a lot of time, provide them with peace of mind that their operations are in compliance, and maximizing returns from their manure resources by strategically utilizing nutrients on their own farms or by developing sales programs for their crop producing neighbors. Our agronomic approach is what sets us apart and allows us to make environmental compliance, agronomics, and economics work together to achieve the highest yields, most profit, and the cleanest water and air.

Position Title: *Administrative Assistant*

Position Definition: This is a diversified professional office position that will be responsible for assisting multiple departments with all administrative and clerical duties. The administrative assistant is responsible for ensuring accuracy, effectiveness, and efficiency while maintaining a high level of performance. This position must maintain strict confidentiality regarding business operations, finance, and all other proprietary information.

Position Qualifications

- Associate or bachelor degree and a general understanding of agriculture is preferred.
- Proficient computer skills in MS Office (Outlook, Excel, Word).
- Excellent communication and interpersonal skills.
- Extremely organized and detail-oriented multitasker who works well in a fast-paced environment.
- Good problem-solving skills, ability to meet deadlines, and adapt to changing priorities.
- Effective team player with willingness to learn and develop more responsibilities.
- Honesty and integrity are a must and the highest level of confidentiality is essential.

General Duties and Responsibilities

- Oversee the cleanliness and orderliness of the front office area.
- Provide a positive visual and verbal image to the public, suppliers, and customers.
- Manage all office supply inventories and request office supplies as needed.
- Perform clerical duties including but not limited to answering the phone, emailing, photocopying, scanning, filing, sending/receiving mail and processing deposits.
- Assist with compliance and certification paperwork and filings, as requested.
- Ensure accuracy, attention to detail with all paperwork, written work, and reports.
- Balance schedules and take responsibility to meet deadlines and goals.
- Assist in implementing and improving processes and procedures.
- Maintain confidentiality of sensitive and proprietary information.
- Develop and maintain productive and cooperative relationship with others.
- Adapt to changing circumstances and efficiently prioritize workload.

