

Name _____ MVR _____ BG _____ R _____

Carolina Eastern – Crocker, LLC

Job Description

Title: Administrative Specialist

Status: Full Time Non-Exempt (Hourly)

Area: Position based in Pavilion, NY.

Position summary: Responsible for various administrative tasks, including managing and organizing office files and records, providing administrative support to both CEC locations and keeping paperwork processed promptly and orderly between locations, answering telephones and responding to emails and in-person contact with customers, vendors and fellow employees. Maintain office equipment and supplies. Process and distribute incoming and outgoing mail. Coordinate seed purchase orders and deliveries with vendors. Assist Plant Manager in day-to-day operations of the facility. Learn all aspects of daily business operations and be capable of filling in where and whenever is necessary. Ability to coordinate daily job duties with the plant staff with managers' direction. Basic computer skills are required to enter mixing ingredients into a batching system and other misc. tasks. The employee is also responsible for ensuring customer satisfaction and providing excellent customer service. Employee will be responsible for other changing tasks as deemed necessary.

Minimum qualifications: The employee should have general math skills. The employee must be safety oriented, customer driven, a team player and be able to multi-task. Must be able to pass a pre-employment drug test and possess a clean driver's license.

Physical requirements: Employee should be able to work independently in an office environment with some physical activities such as lifting up to 50 lbs regularly (occasionally up to 100lbs.); some shoveling, bending and climbing of loader, trucks, trailers, rail cars, and related equipment when necessary. Ability to use personal protective equipment (PPE) when required.

Experience: General experience in inventory, equipment used, basic computer skills and paperwork. Prior management experience preferred.

Education: Minimum of a high school education or equivalent work experience proving the ability to perform position requirements.

Reporting relationship: This position reports directly to the Plant Manager, who reports to the General Manager.

Working conditions: Indoors and outdoors position in areas that may become dusty environments, Monday through Friday, with Saturday's during the busy season (approximately April – mid-July) with varying hours based on need and weather in a fast-paced environment. Could be long hours during the busy season.

Success factors: Consistent personality, dependable nature, ability to adapt to changing customer needs and willingness to learn and accept constructive criticism are necessary.

I have read and understand the above information and am able to perform the above-listed responsibilities.

Employee Signature: _____

Date: _____

I have reviewed the above with the employee and given the employee the opportunity to ask any questions related to the job.

CE - Crocker Manager Signature: _____

Date: _____