



Job Description

Job Title: Livestock Marketing Office Assistant
Location: Tennessee/Kentucky Region
Reports To: Director of Operations & Business Services
Employment Classification: Non-Exempt

Summary/Objective: Provide administrative support both to the Director of Operations & Business Services and to the Facility Office Managers in Tennessee/Kentucky as well as provide assistance where needed to ensure the auctions run smoothly.

Responsibilities/Duties:

1. Maintain mailing list, spreadsheets, and all correspondence for the two Special Hereford sales, four Alliance sales, and the 12 video sales per year.
2. Manage all communications for the video, Hereford, and Alliance sales. This includes preparing meeting presentations and agendas; making phone calls associated with buyers and sellers for these sales.
3. Distribute Video sale catalogs each month, before the sale. Prepare and distribute video sale contracts, after the sale.
4. Maintain scale certifications for video weigh-up locations.
5. Weighmaster for sheep and goat and cattle sales in Fayetteville, Columbia, and Bowling Green as needed.
6. Clerk sales at Columbia and Fayetteville weekly; and as needed.
7. Provide office assistance as needed, by processing all business activities through the branch computer systems and generate customer checks and buyer invoices, which may include remote processing. Maintain computer systems to be current with all UPI directives. Fayetteville every week, and Columbia and Bowling Green when needed.
8. Perform office responsibilities at the Cookeville location for the Alliance sales. Ensure new hire paperwork is completed and turned in to Human Resources for all new employees that work in Cookeville at the Alliance sales. Assist in handling the workers compensation claims paperwork for employees in Cookeville.
9. Provide back-up to the Office Manager function in Tennessee and Bowling Green when they are out of the office.
10. Maintain penning charts for special sales.
11. Verify Alabama mortgage reports for Sheep & Goat sale and Video sale.
12. Maintain Scrapie tag list for Columbia Sheep & Goat sale and USDA.
13. Prepare the agenda's and take RSVP for annual Alliance meetings and coordinate meals with caterer.
14. Provide market report for Columbia.
15. Provide excellent customer service, by solving problems for customers and management as quickly and efficiently as possible.
16. Communicate effectively and professionally both internally and externally.

*Other responsibilities as assigned.

Supervisory Responsibility: None

Travel Requirements: Weekly travel between Tennessee locations to assist with auctions and special sales. Occasional travel to assist at other facilities or to attend a meeting. Local travel to USPS, bank, and to get supplies.

Education Requirements: High School diploma or GED required. Bachelor's degree in Business Administration, Agriculture, Accounting, or related field preferred.

Certifications/Licenses: None

Experience: A minimum of one year experience in office administration, bookkeeping, and accounting duties. Prior experience in the Livestock industry preferred. Proficiency in MS Excel, Word, Power Point, and Outlook required.

Competencies: Customer Relationship Management; Interpersonal skills; Excellent written and oral communication; Planning skills; Organizational skills; Attention to detail; Problem-Solving skills; Time-Management skills; Confidentiality; Ethical; Team oriented; and Business Acumen.

Physical Requirements: Typically involves sitting; Occasional lifting of up to 20 lbs.; Must be able to communicate, both by speaking and by listening over the telephone and in person. Must be able to hear by perceiving the nature of sounds at normal speaking levels with or without correction. Must be able to finger by picking, pinching, typing or otherwise working, primarily with fingers rather than the whole hand as in handling. Must be able to grasp by applying pressure to an object with the fingers and palm. Must be able to stoop by bending downward and forward by bending spine at the waist. Must be able to kneel by bending legs at knees to come to a rest of knees. Must be able to reach by extending hand(s) and arm(s) in any direction. Must be able to walk by moving about on foot to accomplish tasks. Must be able to stand for sustained periods of time.

Work Environment: This work environment is both indoors and outdoors; dusty; may involve working around livestock as well as other people.

Other: Must have good credit history.

MUST BE 18 YEARS OF AGE OR OLDER.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State laws.

Requirements are representative of minimum levels of knowledge, skills and abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.