

# ***Ag Management Solutions, LLC***

Ag Management Solutions is seeking an enthusiastic professional to fill an immediate opening as a **Receptionist** in our Mankato, MN office.

## **POSITION SUMMARY:**

Reporting directly to the Executive Assistant, the Receptionist will serve as the first point of contact for our organization, maintaining a high standard of customer service while welcoming guests, answering phones and providing administrative support across the organization.

## **PRIMARY RESPONSIBILITIES**

### **Reception/Office Support**

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Ensure reception area and shared work spaces are tidy and presentable, with all necessary materials
- Maintain office security by following safety procedures and controlling access via the reception desk
- Order office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Maintain telecommunication systems by following manufacturer's instructions for office phone and audio/visual telecommunications systems.
- Oversee basic building upkeep and maintenance, coordinating repairs and overseeing cleaning and maintenance contractors as necessary
- Maintain general office equipment; order servicing as needed

### **Administrative Support**

- Assist all other staff with clerical tasks which may include
  - Print, photocopy, mail materials
  - Schedule meetings and appointments
  - Make travel and meeting arrangements
  - Write, proofread and/or distribute emails, letters and other correspondence
  - Assist in the preparation of reports and meeting materials
  - Create and maintain electronic and physical filing systems
  - Organize, inventory and maintain promotional material storage areas
- Coordinate logistics for onsite meetings and events to ensure expectations are met:
  - Arrange event catering, ensuring that all food and beverage needs are met
  - Serve as event hostess, serving food and beverages as necessary
  - Create and revise room layouts
  - Gather and coordinate equipment and materials needed
  - Set up/tear down event, ensuring all audio-visual needs are met and working properly
  - Coordinate and organize attendee RSVPs

## **OTHER RESPONSIBILITIES**

- Serve as backup for membership database records
- Assist in maintaining the database with contacts and historical data
- Assist Finance Department in processing of daily deposits

## **QUALIFICATIONS**

- High school degree; some post-secondary education preferred
- 1 to 3 years work experience as a Receptionist, Front Office Representative or similar role
- Proficient in Microsoft Office Suite
- Professional attitude and appearance
- Strong customer service skills
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Self-starter who works well with minimal supervision
- 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 early mornings, evenings and weekends as job requires
- Hands-on experience with office equipment (e.g. fax machines and printers)

## **WORKING CONDITIONS**

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

## **COMPENSATION**

Ag Management Solutions offers a competitive total compensation package. Salary will be commensurate with experience. Benefits include health, dental, life/disability, retirement plan and generous paid time off.

## **TO APPLY**

Please send a cover letter and resume via our website, email or US Mail to:

<https://mnsoybean.org/msga/association/about/job-opportunities/>

Ag Management Solutions, LLC

Human Resources

151 Saint Andrews Court, Suite 710

Mankato, MN 56001

[HR@mnsoybean.com](mailto:HR@mnsoybean.com)

No phone calls, please.

Equal Opportunity Employer

## **ABOUT AG MANAGEMENT SOLUTIONS**

Owned by Minnesota Soybean Growers Association and Minnesota Soybean Research & Promotion Council, Ag Management Solutions, LLC is an agricultural service organization working hard to advance opportunities for key organizations whose objectives support the profitability of soybean farmers. We offer an engaging environment where our team's efforts can help solve new challenges and have a significant impact on agriculture.

## **TWO DIFFERENT ORGANIZATIONS – ONE GOAL**

The Minnesota Soybean Research & Promotion Council (MSR&PC) oversees the investment of soybean checkoff dollars on behalf of approximately 25,000 farmers in Minnesota to promote, educate and develop market opportunities for soybeans. The MSGA is a membership-based organization that conducts legislative work on behalf of nearly 4,000 soybean farmer members to fight for farm-friendly legislation. Together, these organizations work to ensure soybeans will remain a viable and profitable commodity for years to come.