

## **Carolina Eastern – Crocker, LLC - Stafford, NY**

### **Job Description**

**Title:** Office Assistant – Seasonal or year-round employment

**Status:** Non-Exempt (Hourly)

**Location:** Main Office, Stafford, NY

#### **Position Summary:**

Assist management and salesmen in crop protection product orders/returns and track details on retail system and spreadsheet. Confirm products are registered for sale in NYS and receive these products into inventory.

Approve payables for crop protection products and research issues, also various utility invoices, and order office supplies as needed.

Coordinate pesticide dweller notifications as per the NYSDEC and update CEC crop label website accordingly. Check our public mailbox daily.

Create purchase orders and prepare shipping orders as needed, request new item numbers as required, assist with physical inventory counts if needed.

Update various reports monthly and annually, and licensing renewals from various NYS and EPA entities.

Keep current various compliance programs through our safety program. Assist applicators with license renewals, annual reporting and point accruals. Keep customer licensing updated on our retail system.

Assist with product rebates as requested. Assist with company cell phone needs, Safety Data Sheet collection, and keeping our company website up to date. Respond to and forward product inquiries on our website to the right person.

Coordinate company advertising and company job postings as needed.

Help answer incoming phone calls.

Assist management with various duties as requested.

**Minimum Qualifications/Experience:** Must be a motivated self-starter who is proficient in MS Excel, Word, and Outlook and has the ability to multitask in a very fast-paced environment during the agricultural growing season.

**Reporting Relationship:** This position reports directly to the Office Manager, works closely with the General Manager, and interacts with all company employees.

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

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*I have read and understand the above information presented to me, and I 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.*

CEC GM's Signature: \_\_\_\_\_ Date: \_\_\_\_\_