



**Lynch Livestock
Job Description:
Administrative Assistant**

SUMMARY:

Will provide general administrative and clerical support including writing reports, mailing, scanning, faxing and copying.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance
 - Able to work overtime as needed
 - Able to work holidays as needed
- Answer office telephones in a prompt and professional manner; direct calls to appropriate staff members.
- Greet guests and delivery persons in a warm and professional manner.
- Deliver outgoing mail/packages to post office and FedEx on a daily basis.
- Assist with maintenance of office phone system.
- Coordinate office recycling.
- Monitor and maintain cleanliness of common areas and kitchen.
- Manage inventory of office supplies.
- Responsible for mass mailings for the company.
- Coordinate and manage other office administration tasks, ie printing, filing, faxing, shredding.
- Perform phone and internet research as needed.
- Participate in/and or direct special projects as directed by the Executive Team.
- Coordinate the agenda for administrative team and office meetings.
- Purchase select gifts, as directed by the Executive Team
- Performs other duties as needed and/or assigned

QUALIFICATIONS:

- Knowledge of Microsoft office, ten key, and other office equipment
- Ability to organize meetings and trainings
- Professional phone etiquette
- Ability to manage time wisely
- Ability to keep business matters confidential

WORK ENVIRONMENT:

The work environment and physical characteristics are representative of those that an employee encounters while performing the essential functions of this position. Refer to the “Essential and Marginal Function Analysis” statement for a complete description of essential functions and functional requirements.