

Administrative Assistant

Reports to:

Marketing Project Manager

Job ID: 345401

Entity:

PBZ LLC

Job Classification:

Administrative

Summary and Objective:

This position is responsible for supporting the Marketing and Sales teams for CropCare and Zimmerman Cattle Control by preparing reports, coordinating projects, organizing dealer communications, and assisting with account management within the values and mission of Paul B. Zimmerman, Inc.

Essential Functions:

- Maintain accurate customer contact records in business software.
- Prepare, proofread, and send customer communications via email, fax, mail, dealer blog, etc.
- Organize, maintain, and prepare written dealer agreements in conjunction with the sales manager.
- Manage dealer portal accounts and portal content including equipment exchange program, sales & marketing tools, and dealer blog.
- Assist with planning dealer training events.
- Prepare intermediate to advanced spreadsheets for business metrics and sales reports.
- Data entry tasks within spreadsheets or various computer software applications.
- Assist with special projects (such as co-op advertising invoicing and customer Christmas gifts) and other administrative tasks as assigned.

Characteristics and Competencies:

- Trustworthy, positive, professional, purposes to serve other.
- Good communication skills – written, verbal, and interpersonal.
- Able to follow instructions, retain information, and multi-task while operating under a moderate level of pressure.
- Well organized, detail-oriented, proactive.
- Critical thinker able to spot data inconsistencies and potential problems.

Required Education and Experience:

- Strong computer aptitude and advanced knowledge of Microsoft Office Suite.
- Time-management skills to ensure efficient and productive use of time and meeting deadlines.
- Ability to interact and work with various personnel, teams, and leaders to coordinate tasks and schedules to meet the requirements of assigned tasks.
- Exceptional organizational skills with excellent accuracy and attention to detail.
- Minimum high school diploma and 1+ year prior business experience.

Preferred Education and Experience:

- Advanced knowledge of Microsoft Excel.
- Familiarity with business database software.
- Prior business experience and administration preferred.
- Good understanding of overall business knowledge and processes.

Work Environment:

This job operates in a professional office environment. This role routinely uses computers, phones, photocopiers, filing cabinets and fax machines. This job has little to no evening or weekend work.

Physical Demands

While performing the duties of this job, the employee is regularly required to be sitting for extended periods of time, walking, speaking, listening, seeing, occasional lifting (up to 50 lbs), and using hands, arms, and fingers for extensive typing.

Travel:

Little travel is expected for this position.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential functions and duties may change at any time.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature: _____ Date _____