

Job Opportunity
Administrative Assistant
Missouri Pork Association
Columbia, Missouri

The Missouri Pork Association is looking for a competent, organized, cheerful and dependable Administrative Assistant to help with the organization and running of daily operations.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to improve operations. Successful candidate will report directly to the Executive Director and perform general secretarial duties for Association staff.

Duties and the skillset desired include but are not limited to:

Excellent written and verbal communication, time management, and professional phone skills

Excellent computer skills with a working knowledge of Microsoft Office programs especially Word, Excel, Access and PowerPoint, plus database management and QuickBooks, website maintenance is a plus

Perform receptionist duties: sort, distribute and respond to written and electronic correspondence in a timely fashion

Greeting visitors, addressing their needs, and making them feel welcome

Organize office and assist associates in ways that optimize outcomes

Handling money, making bank deposits, sending invoices, paying bills, and providing detailed information to management and accountants in a timely manner

Schedule and plan meetings and appointments along with cooking, meal preparation and managing meal functions

Make travel arrangements for staff/members when requested such as booking flights, cars, and hotel or restaurant reservations.

Monitor and secure supplies to insure there are no shortages

Coordinate with other staff to ensure compliance with established policies, reporting and filing deadlines

Be focused on member/customer service and maintain trusting relationships with members/customers and colleagues whether in-person, over the phone or electronically

Candidate will have proven experience as an administrative assistant, or in another relevant administrative role, and have a working knowledge of office equipment

Able to multitask, follow instructions and take initiative all with strong attention to detail

Clean driving and background record

Position includes detailed record keeping, filing, general organization, some cleaning, and errands

Agricultural background with a desire to learn and be a team player

Benefits include health, dental and retirement for eligible full-time employees. Salary commensurate with experience.

Apply online by submitting resume and brief letter of introduction to the Missouri Pork Association at: pork@mopork.com.