

Administrative Assistant**Location(s): Norborne, MO****Classification: Hourly****Job Description**

Ray-Carroll Co. Grain Growers Inc. has an immediate opening for an Administrative Assistant that would be mostly based out of the Norborne, MO office. Do you have a passion for serving the local community, customer service and all things agricultural? Would you consider yourself to be an outgoing leader? Then come join our team!

About Ray-Carroll Co. Grain Growers Inc.

Ray-Carroll has been proudly serving customers since 1931. Ray-Carroll is a full-service cooperative offering products and services in Grain, Agronomy, Feed, and Energy. While we're based in Richmond, Missouri, we also have locations in Brunswick, Carrollton, Corder, Hardin, Mayview, Norborne, Slater, Sumner, and Wakenda, as well as a grain terminal in St. Louis. From LP delivery to precision agriculture Ray-Carroll prides itself on being a progressive leader in today's agricultural world. Ray-Carroll continues to invest in personnel, facilities, resources, equipment, and technology to ensure that its products and services are able to meet the ever-changing demands of the producer and consumer.

At Ray-Carroll Cooperative we have a family-friendly culture that strives for family flexibility and a healthy work/life balance. We believe our employees are our most important asset which is why we offer excellent benefits, competitive wages, and the opportunity to grow professionally. While we specialize in Grain, Agronomy, Energy, Feed, and Safety, our most important business is developing effective relationships with the people we serve.

Essential duties and responsibilities:

- Scale and grade incoming grain and other fertilizer products
- Gain ability to efficiently use Ray-Carroll's computer system
- Assist with counter sales and inventory of products offered by Ray-Carroll
- Perform billing of Ray-Carroll products and services
- Learn how to handle prepay procedures, intercompany transfers, and purchase orders
- Assist Ray-Carroll's Insurance dept when needed
- Assist location manager with maintaining grain, agronomy, and feed records
- Answer telephone and assist customers with billing and statement questions
- Other duties assigned as necessary

Basic Qualifications:

- Proficiency with computer software such as Microsoft Office, basic email, and other platforms
- Strong organizational, planning, communication, and problem-solving skills
- Highly committed and energetic approach to getting work accomplished
- High School diploma or GED

Work Schedule

The typical schedule for this position is Monday through Friday from 8:00 am to 5:00 pm. During the peak agricultural seasons of spring and fall additional hours, including weekends and some evenings will be required.

Ray-Carroll offers an exceptional benefit package that may include:

- Healthcare – Dental - Vision
- Coop Retirement Plan with company contribution
- Optional 401K with company matching
- Life Insurance
- Cafeteria Plan
- Long-Term Disability
- Paid Vacation & Holidays
- Uniform Allowance