



JOB TITLE Office Coordinator

PURPOSE/SCOPE The focus of this position is two-fold: 1) answer phones / greet and direct walk-in traffic; and 2) perform office responsibilities across departments.

RESPONSIBILITIES

1. Serves as initial contact with customers / dealers and other contacts by answering phones, greeting walk-ins, and directing traffic, ensuring that every contact made results in a good first impression.
2. Accurately records phone messages and ensures they are communicated in a timely and efficient manner, either via voicemail; email; or message and understands how to change settings on phone system (how to change messages, use conference call features, etc) and acts as point person for features and settings.
3. Handles office tasks across departments to include:
 - Postage and mail functions/ Shipping to include UPS and Federal Express
 - Maintains office machines, including copier
 - Orders and maintains office supplies
 - Projects such as customer welcomes/popcorn bags
4. Manage public areas of building:
 - Meeting rooms
 - Kitchen and coffee area
 - Bathrooms
 - Storage rooms
5. Coordinates in-office event planning: food; setup and cleanup (company meetings, guest events, and tours).
6. Performs other duties as requested.

EDUCATION/TRAINING REQUIRED

- Basic Knowledge of Microsoft Office Suite, specifically Excel, Word, and Outlook

EXPERIENCE REQUIRED

- Previous office work experience

EXPERIENCE PREFERRED

- Farm background
- Previous experience with copiers



SUCCESSFUL CANDIDATE WILL POSSESS:

- Pleasant personality
- Strong written and oral communication skills
- The ability to demonstrate through action, Peterson Farms Seed's Core Tenets:
 - Integrity
 - Team Contribution
 - Excellence
 - Positive Attitude