

Receptionist (Part-time/Temporary)

Job Summary:

New Balance Commodities is the leader in marketing and distributing Co-products throughout the upper Midwest. Our mission is to keep livestock in producer's hands as we know rural communities thrive with livestock. We feed cattle, both our own and custom at 2 locations. This person will be responsible for handling front office reception and administration duties for all entities. You will be the "face" of our company responsible for the first impression we make.

The Ideal Candidate

This person will have a friendly and easy-going personality while also being perceptive and disciplined. Contributes to a work environment that fosters pride in being part of a winning team and promotes personal growth. Maintains personal productivity and quality standards. Because your position places you in contact with owners, team leaders, team members, clients and vendors, and allows you access to key business and personal information, confidentiality and professionalism are essential ingredients of your performance. New Balance commodities has an environment of fun, success and self-empowerment. This position is part-time (hourly).

Responsibilities and Duties

Those considering applying for this position must be capable of performing the following tasks:

- Answer incoming calls and greet guests
- Scale and provide correct tickets for inventory product, feed and cattle
- Receive incoming inventory
- Perform blended CPU load tonnage entry
- Distribute mail in timely manner
- Assist executives as needed
- Coordinate office activities
- Schedule meetings and travel for team leaders
- Order office supplies

Skills & Qualifications

Those considering applying for this position should consider if the following list of skills and qualifications provides a good description of themselves

- Education: Bachelor's degree in Business Administration or 2 years experience
- Effectively communicate complex issues in a straight forward manner, both written and verbal
- High degree of accuracy and attention to detail
- Ability to handle sensitive information confidentially
- Ability to meet strict deadlines
- Ability to read and analyze detailed information and respond accordingly
- Ability to relay learned information, reports to the Systems Manager
- Physical: Includes sitting at computer while getting up and down frequently to greet visitors

If interested, send resume to ekline@nbccoproducts.com