



## Bay State Milling Job Description

**Job Title:** Administrative Assistant  
**Department:** Administration  
**Reports To:** Mike Dooley  
**FLSA Status:** Salary – Non-Exempt  
**Prepared By:** M. Dooley  
**Date Revised:** 10/25/2021

### SUMMARY

The administrative assistant will coordinate office activities and is responsible for fostering a team approach by performing the following duties. This position reports directly to the Plant Manager and interacts with all mill employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

Update and maintain all employee files to document personnel actions and to provide information for payroll and other uses, including new hires, changes and terminations. Forward all data to corporate human resources department.

Do clerical, hourly and salary payroll and personnel records to insure completeness, accuracy and timeliness.

Record accurate and timely vacation, sick and other employee logs as needed, including seniority lists. Check Ultipro on Mondays for accuracy and send exception sheet with all changes to Payroll. Coordinate all paychecks for weekly or semi-monthly distribution to employees.

Coordinate with HR all benefits applications for eligible employees, including LTD, medical, life, dependent life, dental and cafeteria plan within 90 days of hire. Forward all original documents to corporate human resources for processing.

Process all sick time reporting forms and maintain documentation for short-term Disability claims.

Organize the Mooresville office operations and procedures such as typing, bookkeeping, and flow of correspondence, filing, requisition of supplies and other clerical services.

Put all Safety Training in Alchemy and do training monthly with all employees through Alchemy.

Make sure all New Hires are trained before they are released to their jobs.



Enter all info into Security System to get badges for new hires.

Control all badges and order new ones as needed.

Take care of Security Cameras.

Schedule and take minutes for all Safety Committee Meetings in Mooresville.

Take minutes for Management Review Meetings for BRC certification.

Do Month End and Year End Inventories.

Do Plant Reconciliations monthly and forward to Quincy.

Enter local wheat unloads.

Compile data for purchase orders, receiving tickets and charge slips to verify information and approve invoices for office, petty cash and other supplies and forward to AP in Quincy..

Evaluate office production, revises or devises new procedures to improve efficiency of workflow.

Formulate procedures for systematic retention, protection, retrieval, transfer and disposal of records.

Prepare activity reports for guidance of management.

Relieve Customer Service position during absences.

**QUALIFICATIONS** *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and EXPERIENCE**

Associate's degree (AA) or equivalent from two-year college or technical school; or three years of related experience and/or training; or equivalent combination of education and experience. On-going training to enhance position as it relates to department is required.

Must be able to type with ability to utilize computer programs including word processing, performance appraisal program, spreadsheet applications such as Lotus, and DBC and be able to utilize the e-mail system.

Must be detail oriented.



Must keep abreast of specific benefits and changes that affect Mooresville's hourly and salaried employees.

The position requires the need to function in a team environment and interact with all levels of the organization.

### **LANGUAGE SKILLS**

Must have strong verbal and written communication skills, with ability to respond to both common and sensitive inquiries or complaints from all employees.

### **MATHEMATICAL SKILLS**

Must have the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates and percentages.

### **REASONING ABILITY**

Must have the ability to analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

### **TRAINING**

Ability to utilize computer programs including e-mail, word processing, and spreadsheet applications such as Excel, and order entry system. Ability to review process and determine best approach or fix/solutions to increase efficiency in the role.

### **OTHER SKILLS and ABILITIES**

Must arrive to work on time. Strong relationship building skills with a focus on customer support, communication, and team building. Ability to work independently and cooperatively across functions.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Willingness to cooperate with peers to accomplish work assignments and maintain effective working relationships; demonstrate respect and consideration for others' opinions; contribute to the overall task of the team. Will follow Company policies, procedures and work rules. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this*



*job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

#### **FOOD SAFETY / SECURITY REQUIREMENTS:**

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.