

Office Administrator

Department Overview: The Facilities and Administration Department is responsible for providing administrative and logistical assistance to all departments of the organization. It is comprised of facilities management and administrative support. Administrative work can encompass a wide variety of duties. This support includes general office management duties such as calendar/meeting management, supporting department leaders, and high level of presentation preparation. Facilities Management is responsible for assuring the effective functioning of a facility to provide an efficient and safe working environment for employees and their activities by using best business practices to manage resources, services, and processes to meet the needs of the company.

Key Responsibilities:

- Support the Plant Manager
- Help coordinate schedules and timecards for employees
- Receive invoices and prepare purchase orders
- Input data into spreadsheets and prepare reports for distribution
- Assist with HR related duties such as, but not limited to: Onboarding for new hires, assist with scheduling on-site candidate interviews, attend local job fairs, help employees enroll in yearly benefits
- Answering phones and greeting visitors warmly, and make sure they are comfortable
- Ensuring the reception area, kitchens and conference rooms are tidy and reserved when needed
- Ordering lunches, coffee and catering for office meetings
- Sorting and distributing incoming mail and shipments
- Preparing outgoing mail (envelopes, packages, etc.)
- Maintain office supply and break room inventory

Qualifications:

- High school diploma or general education degree (GED)
- +4 years relevant experience preferred
- Prior experience in an office or clerical setting required
- Prior experience in supporting HR duties is a plus
- Experience working in a plant environment is a plus
- Solid knowledge of Microsoft Office
- Outstanding communication skills
- Great organizational and multitasking abilities



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Other:

- Attention to detail
- Strong Customer Focus
- Collaborative
- Ability to focus and work independently with little direction
- Adapting to a rapidly changing environment and business needs
- Being proactive and taking initiative without being asked
- Working autonomously and collaboratively as part of a team
- Providing top-notch candidate and employee experiences
- Multi-tasking and working in a fast-paced environment
- Maintaining a high level of confidentiality

What We Offer:

- Competitive wages
- 401k retirement plan (Roth and Traditional options) with a company match
- Health, dental and vision insurance
- Health savings account, medical and dependent care flex spending accounts
- Long term disability insurance & salary continuation
- Paid holidays and time off

Location: Creston, Iowa

How to Apply: Contact Ke'Neisha Whyte at 641-548-8385 or kwhyte@whiteriversoy.com

About White River Soy Processing: White River Soy Processing, LLC (White River) develops and operates oilseed processing facilities in the U.S. With a commitment to excellence in production and safety for our employees, our team leverages decades of experience in soybean processing and is driven to produce the highest quality vegetable protein meal and oil for better nutritional outcomes. We are passionate about building lasting partnerships with farmers, contributing to our communities, and delivering superior soybean products to our customers. Learn more at whiteriversoy.com.

White River is an Equal Opportunity Employer.