



Job Title: Administrative Assistant

Location: Salt Lake City, Utah

AgReserves, Inc. (ARI) is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world. ARI currently has an opening for an Administrative Assistant at their headquarters location in Salt Lake City, Utah.

Overview:

The administrative assistant performs essential administrative functions for the land and natural resource teams. The assistant fulfills this function by supporting team members and assisting in the management of land and natural resource assets and records. The assistant will coordinate team activities, ensure compliance with records retention, manage active files, and coordinate payments for some assets.

Essential Job Functions:

- Provide assistance and support to the Natural Resources and Land and Governmental Affairs staff
- Learn and operate computer programs and databases for asset management
- Maintain and monitor calendars of work activities, agency filing deadlines, etc. and provide reminders as needed to staff members
- Enter (input, index) land and natural resource records
- Finalize documents for execution and track the same through to completion
- Support preparation and submittal of governmental agency filings
- Receptionist, mail, and other administrative support functions, as needed

Skills and Other Qualifications Required:

- Excellent English verbal and written communication skills
- Associate Degree with minimum 2-years relevant work experience or high school diploma with 5+ years relevant work experience
- Able to support multiple projects, including related calendars and documentation
- High attention to detail
- High aptitude for learning systems and processes, including database applications and workflow
- Database management and excel spreadsheet experience preferred, but not required
- Experience in real estate or water asset management preferred, but not required
- Ability to receive and respond appropriately to incoming phone calls
- Proficient in use of current Microsoft Office suite, including, Word, Excel, and Power Point and other computer applications and office equipment, as required
- Proficient in researching online data and records
- Committed to continual process improvement and learning
- Able to learn quickly and adapt to change

Benefits:

Excellent benefit package includes: medical, dental, retirement plans (401k and other retirement plan), flex-spending, and other miscellaneous benefits.

AgReserves, Inc. is an equal opportunity employer.

To apply: Send resume to careers.ari@ari-slc.com with "Administrative Assistant" in the subject line.

NOTE: The specific statements shown in each section of this job announcement are not intended to be all-inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.