



**Position: Executive Assistant**

**Location: Kennewick, WA**

AgReserves Inc. is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world.

**Position Description:** The Executive Assistant provides clerical and administrative support to the VP of Row Crop Operations and helps them perform their position more effectively. This position requires someone with the highest integrity; capable of wise, independent decision making and judgment; and able to exercise confidentiality and with discretion. This person must be self-motivated and willing and able to go above and beyond what is expected. The Executive Assistant must be detail oriented, able to accurately complete multiple tasks on time, and able to manage own schedule as well as that of the executive. This person should be confident, responsible, and project the highest level of professionalism in both attitude and appearance. The successful candidate will demonstrate the ability to establish strong working relationships with others at all levels inside and outside of the organization.

**Essential Functions:**

- Prepare various reports and presentations in PowerPoint, Word, Excel, book form, etc.
- Arrange travel, coordinate meetings, calendar and telephone conferences
- Plan and coordinate large events
- Prepare agendas, take accurate meeting minutes or detailed notes and follow-up on assignments
- Find ways to increase efficiencies and alleviate managers of unnecessary tasks
- Maintain confidential filing and reporting systems
- Act as the company resource while maintaining data for property record and document management systems (OnBase, XM, and internally developed geo-spatial database)
- Act as part of the administrative team and share assignments and duties as needed
- Other duties as assigned

**Skill/Education Requirements:**

- Minimum 5-years' experience in an administrative role to management
- 4-year college degree in business, communications or equivalent related experience preferred
- Strong computer skills including excellent ability in Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Excellent interpersonal and communication skills, both verbally and written
- Ability to complete multiple tasks simultaneously and be highly organized
- Ability to integrate and work as a member of a team
- Ability to research, develop and report various types of information
- Ability to exercise initiative, solve problems, use sound judgment and decision-making skills
- Knowledge of and experienced in organizational procedures, systems, and policies

**Physical Standards:**

- Office environment work conditions
- Position requires attention to detail, phone conversations, substantial time at a computer, and light physical demands

**Salary/Benefits:** Salary is commensurate with experience. Full-time employees receive excellent benefits including: Medical, Dental, Group Term Life, Disability, Retirement Plus Plan, 401k, Flex-Spending, and other miscellaneous value-added benefits.

**To Apply:** Please send a resume to [careers.agn@agrinw.com](mailto:careers.agn@agrinw.com) with the job title in the subject line.

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