



Administrative Assistant

Iowa Beef Industry Council

Iowa Beef Industry Council (IBIC) staff works independently and/or as a team to promote beef and beef products with the express intent of improving beef's competitive position and stimulating demand for beef.

Title: Administrative Assistant **FLSA Status:** Non-Exempt (Hourly)
Reports To: Executive Director **Location:** 2055 Ironwood Ct. Ames, IA 50014

Application Deadline: March 7, 2025 for guaranteed consideration; position open until filled.

Please send resume and cover letter to IBIC Executive Director, Mike Anderson, at mike@iabeef.org.

PURPOSE OF POSITION

Under the direction of the Executive Director, the Administrative Assistant represents the state beef council in all aspects involving administrative duties related to front desk responsibilities, beef certificate program, Beef Quality Assurance (BQA) certificates, warehouse/inventory product management, and data entry responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Greets and welcomes visitors in person and callers on the phone
- Takes lead on incoming phone calls when in the office
- Provides administrative assistance to IBIC staff
- Records incoming checkoff payments
- Manages IBIC order processing department
 - Works with Cattlemen, consumers, health professionals and retail outlets to supply necessary promotional and educational materials
 - Keeps shelves stocked and work room in order
 - Assists with getting brochures, materials to the warehouse
- Processes orders and completes computer entry for beef certificate program
- Enters Beef Quality Assurance (BQA) applications and prints certificates
- Back up support for data entry into beef checkoff compliance software
- Lead for mail and shipping services
- Coordinates and orders meals for board meetings
- Primary contact for state checkoff refund form requests and input of data entry for tracking forms

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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/or EXPERIENCE

Good interpersonal and customer service skills as well as basic computer skills are required.

LANGUAGE ABILITY

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and group situations to employees and other audiences connected to the beef industry. Exceptional verbal and written communications skills in the English language preferred.

MATHEMATICAL SKILLS

Must have sufficient numerical reasoning capacity to understand organizational budgets, accounting concepts, and similar financial information.

COGNITIVE DEMANDS

Ability to apply reasoning to complex situations to find creative solutions. Ability to deal with problems involving numerous variables and stakeholders.

COMPUTER SKILLS

Experience using Microsoft Office products, especially Word, PowerPoint, and Excel. General computer literacy.

PHYSICAL DEMANDS

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

Ability to move around various environments with or without assistance, including offices, farms, meat processing facilities, airports, hotels, and conference facilities. Ability to drive a car with or without assistance. Typical physical abilities required of office work including sitting at a desk, occasional light lifting, etc. Must be able to lift 40 pounds.

ENVIRONMENTAL ADAPTABILITY

The typical environment for this position is the IBIC office in Ames, Iowa, but travel to other locations is required as needed. Must be able to adapt to a number of locations and environment, including agricultural environments.



COMPENSATION: Competitive wages based on qualifications and experience. Benefits package includes health insurance, 401k, holidays, paid time off, professional development and work-related travel reimbursement.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Iowa Beef Industry Council reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Iowa Beef Industry Council. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and Iowa Beef Industry Council has a similar right.

Employee's Signature

Date

Supervisor

Date

Iowa Beef Industry Council is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Iowa Beef Industry Council will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Iowa Beef Industry Council.