



AGPROfessionals invites applications for the position of Administrative Assistant II, based in Greeley, Colorado. This role is in the office.

At AGPROfessionals, we are more than a place to work or just a job; we're a tight-knit team committed to championing our clients' success. Our core focus lies in crafting solutions to the many challenges confronting modern agriculture. Our endeavors not only drive sustainable agricultural practices but also propel the success of our clients and team members alike. We accomplish this by being a diverse one-stop shop providing an in-house spectrum of services from real estate, planning & zoning land use, project development, environmental, surveying, and all disciplines of engineering in addition to agronomy and soil science. Based in Greeley, CO, with satellite offices in Idaho, Oklahoma, and Texas, we cultivate a fast-paced, dynamic atmosphere that guarantees job fulfillment.

AGPROfessionals is an equal opportunity employer.

KEY SKILLS FOR SUCCESS:

Success in this role demands a multifaceted skill set, encompassing technical proficiency in communication, both verbal and written, as well as adept interpersonal and customer service capabilities. Your ability to organize and pay close attention to details is crucial for planning and getting things done well. Problem-solving skills, coupled with discretion and confidentiality, are critical in navigating challenges with integrity. You must demonstrate the ability to prioritize tasks, excel under pressure, and meet tight deadlines while remaining self-motivated and reliable. Flexibility and adaptability are key, enabling you to manage a diverse range of tasks and accommodate extra hours as needed. Your commitment to honesty and trustworthiness will uphold the values of our team, while your service-oriented mindset fosters positive relationships with stakeholders. Additionally, proven experience in editing and adherence to style guides, exceptional writing skills, and proficiency in MS Office are prerequisites. Your ability to thrive in a fast-paced, dynamic environment, and effectively collaborate within a detail-oriented team further strengthens your candidacy.

WE HOPE YOU ALSO HAVE (PREFERRED QUALIFICATIONS):

- Hold a Notary Public designation.
- Working knowledge of agriculture or construction.

SALARY RANGE: \$20.00 - \$22.00 per hour

WHAT THIS POSITION ENTAILS:

As an Administrative Assistant II, you will play a pivotal role in ensuring smooth office operations. Your responsibilities include creating, editing, and distributing various documents, reports, spreadsheets, and presentations. You will manage incoming and outgoing mail,



coordinate shipping needs, and operate a multi-line telephone system, screening and handling external calls efficiently. Proactively planning and organizing presentations, meetings, and events is essential, as is managing calendars, scheduling appointments, and facilitating expense transactions. Additionally, you will maintain office supplies, provide support to other administrative personnel, and manage office records. Building and maintaining positive relationships with clients and stakeholders through professional communication and hospitable greetings are key. Your role will also involve data collection for project scoping, generating project reports, and meticulously proofreading documents for correctness and formatting. Ensuring that all outgoing materials reflect the highest quality standards of AGPROfessionals is imperative, along with conducting research for special projects as needed.

PHYSICAL DEMANDS:

Occasional lifting or moving of lightweight material, walking, and standing. May be prone to sitting for extended periods of time. Employees must also be able to lift and move a minimum of 30 lbs., sit, walk, talk, hear, and reach with hands or arms. The employee is in a position that frequently communicates with other employees and clients. Must be able to exchange accurate information in these situations.

At AGPROfessionals, we provide a comprehensive benefits package that includes paid time off, holidays, and robust health, dental, vision, and life insurance plans.