

Saratoga Sod Farm  
 374 Route 4  
 Stillwater, NY 12170  
 518-664-5038 Fax 518-664-3559  
[www.saratogasod.com](http://www.saratogasod.com)

**Job Title:** Office Assistant  
**Supervisor:** Office Manager  
**Term of Employment:** Full-Time, Seasonal (Approx. March 15 - December 1)  
**Salary:** Hourly Rate \$9 - \$12, depending on experience  
**Work Hours:** Office Hours: Monday - Friday: 7:00 am - 3 pm  
 Saturday: 8 am - noon  
**Average Hours/Week:** Approximately 45 during season  
**Benefits:** Health, dental, vision, 401(k), personal, vacation, paid holidays, medical days, worker's comp., unemployment insurance, direct deposit

I. **Purpose:** Assist the Office Manager in daily responsibilities of office operations, farm communications, sales coordination and customer service. Portray company image of professionalism and excellence to customers and the general public.

II. **Working Relationships:** The Office Assistant receives direct supervision and direction from the Office Manager and communicates regularly with all company employees and managers regarding customer orders and schedules. This position also has constant direct contact with the customer both over the telephone and in person.

III. <b>Job Duties:</b>	<u>% of time</u>
1) Customer Communication and Service	50%
2) Computer work (Windows XP, Word, Excel, Quickbooks Pro, Publisher, internet)	20%
3) Scheduling and Dispatching	20%
4) Marketing Assistance	5%
5) Odd jobs as needed	5%

IV. **Working Conditions:** Agricultural environment. Primarily indoor, air conditioned office work..

V. <b>Job Experience:</b>	<u>Req.</u>	<u>Des.</u>
1) Interpersonal Communication Skills		X
2) Knowledge and experience in office operation		X
3) Computer ease and knowledge		X
4) General agricultural/turfgrass knowledge		X
5) Willingness to learn		X

VI. <b>Skills:</b>	Min. Level		Min. Level
<u>Category</u>	<u>Req.</u>	<u>Category</u>	<u>Req.</u>
Oral Communication	H	Planning/Organization	H
Flexibility	H	Stress Tolerance	M/H
Written Communication	M	Salesmanship	M/H
Delegation	L	Sensitivity	M
Leadership	M	Initiative	M
Customer Service	H		

VII. **Performance Factors:** Ability to handle job responsibilities efficiently and effectively.