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Mansfield, MN Administrative Coordinator (175550-001) - (Mansfield, Minnesota, Mid-West United States, USA)

Company: Agrium Wholesale

Apply below

Open Til: 25-Feb-12

Industry Sector: Agribusiness

Industry Type: Agronomy

Career Type: Administration

Job Type: Full Time

Minimum Years Experience Required: N/A

Salary: Negotiable

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Agrium is driven by growth, whether it is to improve the performance of crops that feed the world responsibly, grow our business, our market share or our earnings. Headquartered in Calgary, Alberta, Agrium is one of the world's largest nutrient and fertilizer producers with net sales of almost \$10-billion over the past two years, compared to just \$2.8 billion five years ago and \$1.7 billion ten years ago. How's that for growth!

We also encourage our employees to grow within their roles as we continue to pursue new ways to make Agrium a great place to work. In 2010, we were awarded the distinction of being named one of Canada's Top 100 Employers and one of Alberta's Top 50 Employers. Come grow your career at Agrium and join our more than 11,000 employees across North and South America to help feed a growing world.

Job Description:

- Assists with processes and customer sales questions
- Customer account management to include:

- invoicing- troubleshooting- sales order- price books- pre-pays- inventory transfers

- Generates various reports as needed
- Performs administrative duties to include:

- keyboarding- mail distribution- answers telephones- radio communications- payroll administration- maintains files- office correspondence

- Provides administrative support to the Location Manager
- Handles accounts receivable/accounts payable
- Customer relations
- Coordinates collection and preparation of timesheets
- Maintains inventory control
- Prepares all new hire paperwork
- Other duties as assigned

Job requirements:

- High school diploma or equivalent required
- Prefer agronomy background