

# North Dakota Grain Dealers Association

## Job Description

**Job Title:** Office Manager  
**Reports To:** Executive Vice President  
**FLSA Status:** Exempt

**Position Summary:** Responsible for overseeing daily office activities to ensure smooth operations and performing related administrative duties to support the association's mission and goals.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Supervises and monitors office operations, office supply inventory and office equipment to ensure association standards and requirements are sufficiently met on a daily basis.
- Identifies goals/objectives for office operations and works with the EVP to identify the resources (staff, equipment, funds) required to attain the end results.
- Licensed insurance agent processing NDGDA grain bond portfolios.
- Performs financial record keeping, required government report preparation, payable and receivable functions, and database maintenance.
- Performs general office and administrative functions such as filing, copying, mailings, and other special projects as assigned.
- Monitors office procedures and resolves problems through collaboration with pertinent contacts, and implements changes as needed.
- Identifies and performs as an integral member of the association team, supporting and leading efforts as appropriate or identified by the EVP.
- Identifies and/or resolves issues and problems related to member or customer service.
- Schedules appointments and office meetings as needed.
- Coordinates event and conference registrations, travel and other accommodation arrangements as needed.
- Troubleshoots and resolves all computer and information technology problems by communicating with IT vendors.
- Coordinates and oversees the completion of special projects as needed.
- Performs other related duties as assigned.

**Skills:**

Detail oriented.

Ability to prioritize tasks, balance multiple priorities, and meet deadlines.

Ability to work independently with minimal supervision.

Ability to analyze information and deal with complexity.

Proficient skills with e-mail communications and Microsoft Office applications.

Dependable, punctual, and a team player.

Capacity to interface with senior-level business professionals.

**Minimum Educational Experience Qualifications:**

Associates Degree or equivalent in business or office management from a two-year college or technical school and four to six years related experience; or equivalent combination of education and experience.

**Minimum Skill Qualifications:**

Prior experience in office management required with excellent written and verbal communication skills. Proficiency in computer accounting program (Quickbooks, etc.). Able to obtain insurance license.

**Preferred Education/Experience Qualifications:**

A strong understanding of the history and purpose of associations.

Bachelor's Degree or equivalent in business or public administration from a four-year college or university.

10+ years related experience.