



Administrative Support Professional

About Roach Ag Marketing

Roach Ag. Marketing is an independent, full-service commodity trading and consulting firm founded in 1978 to help farmers do a better job of marketing their crops and livestock. Roach Ag. spent its first 21 years in Perry, Iowa, before moving its' headquarters to Boca Raton, Florida. In addition, we have 7 offices located across the Corn Belt to better serve our clients and provide intelligence to the home office about crop and livestock fundamentals throughout the United States.

We are looking for an Administrative Support Professional proficient with excellent computer skills, and strong written and verbal communication skills. The ability to interact professionally and collaboratively with office consultants and owners is desired. A professional team player attitude with office consultants and owners is desired. If you are interested please send your resume with cover letter and salary history for immediate consideration.

Be a part of a growing organization and expand your potential. The first step to furthering your career begins here.

Administrative Professional

The right person for this important role can manage deadlines, support a team of sales-oriented advisors and handle customer calls without missing a beat. If this is what you like in a job, we may be the fit you are looking for.

We are seeking a candidate that is able to:

- Collaborate and support our Market Advisors with varying levels of sales activity
- Provide our customers with responsive and professional customer service
- Manage time-sensitive deadlines
- Multi-task and handle confidential information sensitively

Requirements:

- External communicator who finds it easy to work amongst varying deadlines within a mid-size office setting.
- Proficient computer skills including PowerPoint, Excel and customer database systems
- Ability to proofread and write clearly
- High proficiency in English both written and over the phone
- Multi-tasker – manage daily tasks plus special projects
- Professional appearance and demeanor



Roach Ag. Marketing, Ltd.

Helping Farmers Since 1978

- Positive attitude – don't apply if you have ever been called a complainer
- Continuous work experience with a minimum 2+ years administrative experience or strong work history and performance for a minimum of 2+ years or more
- Problem solving skills and the ability to make decisions in uncertain circumstances and then communicate those changes with confidence.
- Addressing customer concerns and questions effectively and decisively
- Answering phones –taking messages and communicating effectively
- Weekly and monthly administrative projects
- Filing and Organizing
- Keep office supplies stocked including paper products, promotional materials, sales support documents, pens, and all office supplies it takes to run the business
- Maintain kitchen
- Open mail and distribute accordingly
- Communicate and assist advisors as needed for special projects and other routine tasks
- Other assigned duties as needed and assigned by team

Compensation & Benefits:

We offer an outstanding compensation package including a base and incentives, such as a full benefits program, which includes: Medical, Dental, Vision, Life/Long-Term/Short-Term disability insurance, 401(K) with match, Paid Time Off, and Holiday pay. Compensation will be based on experience and ability.

Applying:

To apply for this position, please respond with a WORD resume (not PDF) and a comprehensive cover letter to us.

EOE/Local candidates only

For more information about the company please view our website at <http://www.roachag.com>.

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