



## Position Description

**Title:** Senior Bank Representative, Farm Management Services  
**Department:** Farm Management Services  
**Reports to:** Vice President, Farm Management Services

### **Summary:**

This position's duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports farm managers and staff through a variety of tasks related to organization and communication. A truly effective Administrative Assistant is self-regulating, possesses both reliability and consistency, is able to learn quickly and problem solve well, and have practically perfect organizational skills. Successful candidates will have excellent customer service and must be outcome-oriented.

### **Primary Responsibilities and Duties:**

(The summary of duties and responsibilities listed above are representative of the job requirements but, are not meant to be all-inclusive or prevent other duties from being assigned as necessary.)

- Receptionist duties to include:
  - Answer incoming calls.
  - Greet customers/guests with a smile and offer refreshments, and assist with customer needs during meetings when requested.
  - Open, image, distribute and follow up on daily mail items, also assist with sending mail via UPS, USPS and certified.
  - Input officer credit card and expense reports onto Doc Tracker.
  - Generate memos, emails and reports when appropriate.
  - Assume responsibility for maintenance of office equipment, including printers, copy machines and fax machines.
  - Maintain office supplies by checking inventory and order items.
  - Coordinate department wide items such as birthday cards and potlucks, meals for trainings, catering, etc.
- Responsible for field report review and distribution.
- Update and scan acreage reports.



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- Responsible for lease review, distribution, and sending out monthly invoices.
- Assist farm managers as needed with scanning and other duties.
- Provides backup and coverage for other members in the department.

**Position Requirements:**

- Organized, detail and task oriented
- Ability to work without direct supervisor input
- Adaptable to high work volumes, ability to prioritize in a fast paced work environment
- Microsoft office expertise and overall excellent computer skills
- Ability to proactively work with both customers and fellow team members.
- Ability to maintain regular, predictable attendance