



Position: Administrative Assistant

Reports To: Branch Manager

General Purpose and Scope of Position: Wilbur-Ellis is seeking an Administrative Assistant to provide office administrative duties in a fast-paced, customer-focused sales environment; assist in all aspects of customer service and branch support including order processing and inventory management. A positive attitude and willingness to grow and build relationships with team members and customers is required.

Key Skills and Abilities Include:

- Ability to work and contribute in a team setting
- Proficient with computers utilizing Microsoft Windows, Windows applications and ERP order entry systems. JD Edwards practice and process training will be provided.
- Experience in the Agriculture industry is a plus
- Business degree from a 4-year accredited university preferred, High School Diploma and experience accepted
- Ability to work Monday thru Saturday, daytime hours, April thru June
- Ability to work Monday thru Friday, daytime hours, July-March

Key Personal Attributes Include:

- Excellent interpersonal skills between both customers and fellow employees
- Strong oral and written communication skills
- High level of professionalism
- Strong organizational skills with ability to prioritize multiple assignments
- Excellent attention to detail

Specific Responsibilities and Key Deliverables Include:

- Assist in all aspects of inside office sales support
- Respond to customer sales inquiries in a timely, accurate and appropriate manner
- Handle customer service for walk-in and phone orders
- Assist with electronic order entry and processing (sales order, shipping documents, invoicing) utilizing JD Edwards Enterprise Resource Planning (ERP) software
- Generate reports to support sales, operations, and customers
- Assist and process accounts receivable
- Promote safety throughout the branch
- Support Branch Manager as needed
- Attend training sessions and meetings when necessary
- Present a professional image of Wilbur Ellis to our customer and community by conducting oneself with class on location and away from the office
- All other duties as assigned

Contact Dwight Shock at dschock@uilburellis.com or (406) 683-5355 (Office), (406) 660-1993 (Cell)
Apply at: www.wilburellis.com or [Apply for this job](#)