



Receptionist/Office Admin

Are you looking for an opportunity to leverage your talents in a growing organization? We have excellent opportunities within Anchor Ingredients for people that have an entrepreneurial spirit, focus on problem solving, work independently and bring strong analytical skills.

PURPOSE OF POSITION:

This position is responsible for professionally and efficiently managing visitors/guest, telephone calls and emails as the first impression of Anchor; as well as a variety of clerical duties and support activities within the Corporate Office located in Fargo, ND.

PRIMARY JOB RESPONSIBILITIES:

- Answer incoming calls in a friendly and timely manner
 - Understand nonverbal cues and learn habits/preferences of high-volume call recipients
- Manage reception area and greet visitors with an image of confidence and professionalism
- Receive and process incoming and outgoing mail, packages and checks
- Monitor incoming emails and faxes
- Maintain office supply inventory and order supplies as needed
- Maintain a clean and organized office environment
- Assist with package and shipping of samples
- Manage the Anchor Swag inventory and Online store
- Administer Social Media sites under Management's directives

ADDITIONAL RESPONSIBILITIES:

- Assist with the scheduling and coordination of meetings, activities, events, etc.
- Help to manage travel/reservations for visiting staff/customers
- Support senior management in managing calendars, coordinating travel and misc other projects as directed
- Assist with special projects as needed
- Create audience targeted presentations / flyers/marketing material as requested
- Assist HR department with onboarding / offboarding team members
- Perform scanning / records managements for Customer Service Team
- Organize and maintain sample product inventory and send out product samples as needed
- Other responsibilities as needed

QUALIFICATIONS:

The ideal candidate will possess the following:

- Associates degree in business-related field and/or 3-5 years in an office administration or strong support role
- Highly professional
- Excellent verbal and written communications skills
- Proficient in Microsoft Office products including Outlook, Excel and Word
- Strong organizational skills
- Problem solving skills
- Ability to work with minimal direction
- Meticulous attention to detail and accuracy in work product
- Ability to meet and establish deadlines



ANCHOR
INGREDIENTS

4876 Rocking Horse Circle S
Fargo, North Dakota 58104
P | 701.499.1480
F | 701.499.1481
info@anchoringredients.com
www.anchoringredients.com

- Flexibility and the ability to thrive in a fast-paced environment
- Excellent interpersonal skills and a team player

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates within a professional office environment. While performing the duties of this job inside the office, the employee is frequently exposed to normal working conditions for an office environment with a noise level that is usually quiet to moderate. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee may be required to stand for long periods of time as well as use hands or fingers to reach or handle, and to reach with hands and arms. The employee is regularly required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or move up to 40 pounds. All vision abilities are required to encompass close-up work. On occasion, employee must be able to tolerate and endure extended seasonal hours and maintain alertness to meet deadlines.

ABOUT THE COMPANY:

Anchor Ingredients, LLC headquartered in Fargo, ND, sources and supplies a wide range of specialty ingredients catered specifically to the human and pet food markets. With the ability to source ingredients worldwide, AI is uniquely positioned to meet all the ingredient needs of their customers. At Anchor Ingredients, we have assembled a world-class team of professionals with years of industry experience and a commitment to our core foundation of honesty, integrity and reliability.

DISCLAIMER:

This job description is not a complete description of responsibility, but reflects the general qualifications, duties and/or responsibilities necessary to perform this position. Anchor Ingredients reserves the right to revise the job description as circumstances warrant. All candidates who receive a written offer of employment will be required to successfully pass a background check, as well as testing for commonly abused controlled substances in accordance with the company's Drug Free Workplace Policy. Anchor Ingredients is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, and with or without cause. We are an equal opportunity employer.