

**Job Title:** Office/Operations Assistant & Safety Coordinator  
**Classification:** Full-time, hourly



### **Description**

AgHub is looking to hire a self-motivated, detailed-oriented individual with excellent communication skills to fill our Office/Operations Assistant & Safety Coordinator role. The Office/Operations Assistant & Safety Coordinator would oversee the front desk and be responsible for answering and transferring phone calls and greeting customers with a positive and helpful attitude. Further tasks include, but are not limited to: filing and updating files, collecting and distributing daily mail, depositing checks at the bank, looking up balances due, accepting payments, and printing and organizing receipts. This role would also assist with a variety of further administrative tasks including copying, faxing, taking notes, and assisting colleagues with such administrative tasks.

This role would also be responsible for and oversee all safety and preventative maintenance. Tasks would include communication with external safety company, scheduling monthly safety meetings for the team, and overseeing and documentation of a preventative maintenance log each month.

The Office/Operations Assistant & Safety Coordinator role would also be responsible for maintaining a clean front office and storage areas, restocking office supplies, preparing meeting and training rooms, and other daily or weekly tasks that result in a clean and efficient workspace. Being highly-organized is crucial to the success of this position.

### **The Office/Operations Assistant & Safety Coordinator should possess the following skills:**

- Maintain a pleasant demeanor while fostering positive interactions with all customers, vendors, coworkers and visitors while representing AgHub
- Highly-motivated
- Self-starter – ability and willingness to identify and complete any task that needs done without direction
- Great attention to details
- An understanding of numbers
- Strong communication skills
- Excellent organizational skills
- Ability to work ethically and with integrity, while upholding company's values

### **Hour Requirements:**

Monday – Friday, 7:30 AM – 4:30 PM

### **Benefits**

As an employee of AgHub you would have the opportunity to partake in either our competitive health benefits **OR** a bonus in lieu of insurance of \$185/paycheck (valid the 1st of the month after 60 days).

- Health benefits include health, dental, and vision insurance policies at the following rates:
  - AgHub employee: 100% coverage
  - Family (spouse & dependents): 50% coverage

As part of your compensation, we are also offering you the following benefits:

- Up to 3% match on IRA plan
- 96 hours of PTO/year
- 16 hours of Volunteer Time Off (VTO) or Professional Development Time Off
- Paid holidays off, including:
  - o New Year's Day
  - o Memorial Day
  - o Independence Day
  - o Labor Day
  - o Thanksgiving & day after Thanksgiving
  - o Christmas Eve & Christmas Day

*No benefits will be paid out upon termination for any reason.*



Please print or type.  
The application must  
be fully completed  
to be considered.  
Please complete each  
section, even if you  
attach a resume.

Completed digital career  
application forms can  
be sent to:  
[humanresources@aghubmidwest.com](mailto:humanresources@aghubmidwest.com) or hard-copies  
can be mailed to: 1069  
Pinewood Ave, Menlo, IA  
50164

## Personal Information

Name

|   |               |   |       |     |
|---|---------------|---|-------|-----|
| Address   |               | City                                      | State | Zip |
| Phone Number  | Mobile Number | Email Address                             |       |     |
| Are you a U.S. Citizen?   |               | Have you ever been convicted of a felony? |       |     |
| Yes   | No            | Yes                                       | No    |     |
| If selected for employment are you willing to submit to a pre-employment drug screening test? |               |   |       |     |
| Yes   |               | No  |       |     |

## Position

|                                |                       |                    |
|--------------------------------|-----------------------|--------------------|
| Position you are applying for: | Available start date: | Desired pay:       |
| Employment desired:            |                       |                    |
| Full Time                      | Part Time             | Seasonal/Temporary |

## Education

| School Name | Location | Years Attended | Degree Received | Major |
|-------------|----------|----------------|-----------------|-------|
|             |          |                |                 |       |
|             |          |                |                 |       |
|             |          |                |                 |       |
|             |          |                |                 |       |

## References

| Name | Title | Company | Phone |
|------|-------|---------|-------|
|      |       |         |       |
|      |       |         |       |

## Employment History

|                     |                   |       |                 |
|---------------------|-------------------|-------|-----------------|
| <b>Employer (1)</b> | Job Title         |       | Dates Employed  |
| Work Phone          | Starting Pay Rate |       | Ending Pay Rate |
| Address             | City              | State | Zip             |
| <b>Employer (2)</b> | Job Title         |       | Dates Employed  |
| Work Phone          | Starting Pay Rate |       | Ending Pay Rate |
| Address             | City              | State | Zip             |
| <b>Employer (3)</b> | Job Title         |       | Dates Employed  |
| Work Phone          | Starting Pay Rate |       | Ending Pay Rate |
| Address             | City              | State | Zip             |
| <b>Employer (4)</b> | Job Title         |       | Dates Employed  |
| Work Phone          | Starting Pay Rate |       | Ending Pay Rate |
| Address             | City              | State | Zip             |
| <b>Employer (5)</b> | Job Title         |       | Dates Employed  |
| Work Phone          | Starting Pay Rate |       | Ending Pay Rate |
| Address             | City              | State | Zip             |
|                     |                   |       |                 |
|                     |                   |       |                 |

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)

Signature

Date

***\*Please send your completed career application form to [humanresources@aghubmidwest.com](mailto:humanresources@aghubmidwest.com) or hard-copies can be mailed to: 1069 Pinewood Ave, Menlo, IA 50164***