



**South Carolina
Farm Bureau Federation**

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JOB POSTING

Position:	Executive Administrative Assistant	FLSA Status: Non-Exempt, Job Status: FT
Department:	Federation-Administrative Department	Travel Required: Yes – Annual Meeting
Job Location:	724 Knox Abbott Drive, Cayce S.C.	Reports To: Federation President

DEPARTMENT OVERVIEW

The Administrative Department oversees the divisions for the South Carolina Farm Bureau Federation (“Federation”) and all of its subsidiaries and related organizations, as well as assisting in administrative support for these companies and the forty-seven (47) county Farm Bureau chapters. The Federation is a grassroots membership agricultural nonprofit organization. Nearly 89,000 members strong, it aims to promote the interest of agriculture in South Carolina through education, outreach, leadership and legislative advocacy.

JOB DESCRIPTION

We are looking for an experienced Executive Administrative professional who will support the areas of the President, take, prepare and distribute minutes from the various entities in which the President oversees, and assist in helping with any administrative duties while keeping the president’s calendar up to date, and assisting him with travel requirements. Working under the direction of the President, this candidate must have strong communication skills and be able to work independently as well as in a team environment. The candidate must be flexible and a motivated self-starter with an administrative assistant background, who is comfortable with integrated Microsoft Windows systems and modern technologies.

JOB RESPONSIBILITIES

- Assist with travel arrangements and keeping such arrangements on the Microsoft calendar.
- Assist the President with calendar appointments, as needed.
- Prepare and file expense reports for travel and credit card statements.
- Prepare and distribute meeting notices and minutes for executive meetings in which the president presides.
- Answer telephone calls, keep the president up to date with messages and/or phone calls in which he needs to respond.
- Assist the president with updates for iPhone, iPad and system and password maintenance.
- Maintain accurate information for leadership in the Net Forum web-based system for the multiple committees and boards in which the president presides.
- Assist with preparation of responses to letters, mail, email and other forms of communication for the Federation.
- Collaborate with external county farm bureaus to ensure successful communication between the president’s office and the county farm bureaus, to include Farm Bureau county presidents.

- Travel required to and from South Carolina Farm Bureau's Annual meeting annually. Assist with and perform duties as required at annual meeting.
- Participate in strategic planning projects to include taking minutes, formatting minutes and distribution of required communication.
- Resolve or assist in resolving customer issues that are brought to the President's office.
- Provide assistance as a backup to other staff when needed.
- Perform other duties as assigned or required.

MINIMUM QUALIFICATIONS

- Bachelor's degree or Associates' degree with concentration in Secretarial Science
- Minimum two (2) years administrative assistance experience
- Proficient with Microsoft Office applications, including Excel, Word and Outlook

PREFERRED SKILLS

- Experience and proficiency with the following a must: Microsoft Office Products (to include Microsoft Outlook, Word, Excel, Edge and Teams), Zoom, and Adobe Acrobat DC
- Ability to work on PC based peripheral equipment
- Proficient at setting up and helping to administer Zoom and/or Microsoft Teams meetings
- Proficiency with software and experience with software system implementation a plus
- Effective interpersonal and communication skills
- Ability to multi-task while working independently and collaboratively with a team
- Strong problem solving and critical thinking skills
- Accurate data entry and detail-oriented
- Motivated to learn exclusive and proprietary systems
- Ability to maintain confidence from knowledge obtained throughout the focus of this position
- Positive attitude and motivated

OTHER INFORMATION

The South Carolina Farm Bureau is an equal opportunity employer offering excellent benefits for its employees. We reward employees with a competitive salary and comprehensive benefits package, which includes health, Paid Time off (PTO), 401k Retirement plan and paid holidays. For more information about the South Carolina Farm Bureau Federation, please visit our website at www.scfb.org. For a copy of this job posting, go to www.scfb.org/about-us and click on job openings.

If interested in position, please submit a cover letter and resume by email to jobs@scfb.org or by mail to:

South Carolina Farm Bureau Federation
 PO Box 754
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 Attn: Larry McKenzie