Job Title: Administrative Assistant

AgQuest Financial Services, Inc., is a growing agricultural financial services company and serves the territories of local farm supply retailers across the country. Our goal is to work directly with our retailers to incorporate financing and insurance into a total marketing platform to better serve the needs of the customer.

The Administrative Assistant will be responsible for data entry, customer service and collecting, tracking and reviewing loan or insurance documents for processing prior to sending to corporate office as a support to the Business Relationship Manager (BRM). Works as a liaison between the BRM and other internal employees. This position is located in Springfield, MN.

Duties and Responsibilities:

- Customer Services to include answering phones, greeting customers.
- Assist in collecting data for loan application and/or insurance application (would require Insurance License- AQ will help employee obtain).
- Track any missing documentation and ensure all documents are complete prior to sending to Corporate office.
- Take applications on OTS/Level one loan applications and loan closings.
- Assist BRM’s by scheduling assignments, meetings and tasks using Outlook and other organizational tools
- Work as a liaison between Business Relationship Managers and internal staff to ensure the proper flow of requests.
- Take payments from customers and process through Remote Deposit System.
- Take loan advance requests from customer or BRM as requested and send to Morgan Customer Service.
- Maintain files and filing system.
- Maintain office supply inventory.
- Serve as a back-up for other jobs as necessary.
- Perform other duties as assigned.
- Gain in-depth and thorough understanding of crop insurance
- File and maintain customer insurance files. This information is personal and confidential.
- Travel required as business needs dictate to assist other locations, primarily the Morgan office.

Qualifications/Requirements:

Education: High school diploma required.

Experience: Exceptional Administrative skills are needed, in addition to a Bachelor’s degree or at least one year of progressive work experience in a financial/credit institution, agricultural accounting or other like position. Strong computer skills with experience in automated systems required.
**Personal requirements:** Requires an individual with strong organizational ability who manages time and priorities well. Ability to be precise and accurate. Must communicate effectively, both verbally and in writing. Assertiveness with a tactful, direct approach is necessary. Possess the ability to exercise critical thinking, problem solving and judgment. Must work well independently and as a member of the AgQuest financial team. Must maintain strict confidentiality at all times, both in and out of the workplace. Must meet HLC’s insurance carriers MVR requirements.

**Physical Requirements/Working Conditions:**

- Occasional lifting up to ten lbs.
- Must be able to work in a climate controlled, office environment.
- Vision must be good or corrected to normal to perform normal job duties.
- Hearing must be good to have the ability to understand information to perform job duties.
- Ability to read and write in English in order to process paperwork and follow up on any actions necessary.
- Sitting for extended periods of time.
- Manual dexterity needed for keyboarding and other repetitive tasks.

E-mail Resume to khenning@agquest.biz or mail to:

Kristin Henning  
Human Resources  
P.O. Box 278  
Morgan, MN 56266-0278

*This job description is not intended to limit the responsibilities on an employee assigned to this position to those duties listed above. The employee is expected to follow any other instructions and perform any other duties requested by the immediate supervisor or company management. The level of involvement may vary based on company and individual capabilities.*

Reports to: Director of Administration  
Supervises: None  
Reviewed/Approved:  
Department: Financial Services  
Division: AqQuest Financial Services