

Job Title: Administrative Assistant

Requisition Number: 6106

Job Title: Administrative Assistant

Function: Marketing

Position Location: MN-Arden Hills-4001

Territory (if applicable):

Corporate Business Unit: Corporate encompasses the core operational support for all Land O'Lakes businesses. It includes Business Development Services, Corporate Market Strategy and Communications, Finance, Law, Human Resources, Information Technology and Public Affairs.

Position Purpose: This position provides administrative support to the Corporate Marketing group supporting the functional areas of Marketing Strategy, Marketing Services, and Market Insights. Responsibilities include meeting scheduling and coordination (large and small meetings), handling a variety of special assignments, phone coverage, filing, office supply maintenance, travel coordination, processing invoices, employee onboarding, etc. Will provide back-up support to other administrative team members -- some cross-training essential.

Required (Basic) Experience & Education: High school diploma along with 3+ years administrative support experience in a Corporate environment required. Advanced computer skills - Word, Excel, PowerPoint

Required Competencies & Other Skills: Ability to proactively support multiple team managers - thinking ahead and anticipating needs. Must demonstrate effective communication skills - keeping team members updated on the status of their requests and projects. Incumbent needs to be able to work independently or collaboratively as a team member. This is a fast-paced environment which requires the ability to work under pressure to meet multiple changing deadlines while maintaining a high level of accuracy and demonstrate flexibility. Must demonstrate strong organization skills with a process-improvement mindset and ability to effectively prioritize workload. Must be detailed with a strong Customer Service Focus.

Preferred Experience & Education: Prior administrative support experience supporting a Marketing function strongly desired. Post-secondary schooling preferred.

Preferred Competencies & Other Skills: Strong Microsoft Outlook skills with a high level of energy, quick study and enthusiastic perspective.

Percentage of Travel: 0

Land O'Lakes, Inc. offers a competitive compensation and benefits package, including medical and dental insurance, retirement savings account, tuition reimbursement, PTO, paid holidays, and employee development opportunities. Land O'Lakes, Inc. is an Equal Employment Opportunity and Affirmative Action Employer. Land O'Lakes, Inc. enforces a policy of maintaining a drug-free workforce, including pre-employment substance abuse testing.