

**Colorado Springs Office – Administrative Assistant Posting**

**DATE POSTED:** October 25, 2018

**POSITION:** Administrative Assistant

**LOCATION:**  Colorado Springs, CO

Farm Credit of Southern Colorado (FCSC) is seeking an Administrative Assistant to join our growing team! We are looking for a positive, friendly and collaborative associate who will provide excellent customer service and support to our borrowers and employees.

Today, the Farm Credit System is one of the strongest, most financially sound lending institutions in the U.S. Its 70 institutions serve our country’s farmers and ranchers, rural America and agribusiness.

**Organizational Information**

As one of the Farm Credit System’s associations, Farm Credit of Southern Colorado is a robust organization serving 1,300 member / owners in 31 counties throughout Southern Colorado. Near $1 billion in assets, Farm Credit of Southern Colorado’s approximately 70 staff members bring strength to its shareholders and communities.

Farm Credit of Southern Colorado is a member-owned cooperative that provides a wide range of financial products and risk management services for agricultural producers, agribusinesses, and farmland and rural homeowners.

**Position Purpose**

Reporting to the Colorado Springs Branch Manager, the Administrative Assistant provides excellent customer service by responding to borrowers’ needs and requests in a friendly and timely manner. This individual is responsible for exhibiting a positive and helpful attitude while providing support to the Colorado Springs branch and the Administrative office in daily administrative duties as well as operational support as needed, keeping in compliance with company policies and procedures.

**ESSENTIAL RESPONSIBILITIES:**

1. Customer Service – Answers main phone system and assists all borrowers, employees and vendors by assessing their needs and responding to requests in a positive, warm and friendly manner.
2. Orders and distributes office supplies as needed.
3. Picks up mail from post office on a daily basis, and runs various other errands as needed.
4. Assists with company functions by: ordering food, helping employees and other visitors with transportation and lodging reservations.
5. Branch Support – Assists with Branch Operations as needed, accepts and processes borrower payments, books and disburses loans, provides general loan information from software to borrowers.
6. Other duties as required.

**QUALIFYING CHARACTERISTICS**

* Highly skilled in greeting customers and visitors, with a desire to be a supportive and collaborative team member. Excellent customer service skills with knowledge of customer service principles and practices.
* 1-3 years of clerical/office experience, or banking experience, or an equivalent combination of education and experience sufficient to perform the essential functions of the job.
* Knowledge of Word/Excel/PowerPoint/Outlook sufficient to create, update and save basic documents. Ability to learn customized software programs.
* Skill in oral and written communication, sufficient to exchange information effectively with peers, supervisor and borrowers.
* Skill in interacting and working effectively with others, maintaining an organized work space, and prioritizing assignments to complete work in a timely manner.
* Skill in listening and conveying awareness of a customer’s problem or issue to find resolution.

Farm Credit of Southern Colorado is an Equal Opportunity Employer dedicated to diversity in the workplace and offers a great work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

**FINAL DATE FOR APPLICATION: Open until position is filled.**

**PLEASE EMAIL RESUME AND COVER LETTER TO:**

**Debbie Anderson**

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