

Position: Administrative Assistant
Company: Cargill

Cargill seeks self-starter for administrative/project assistant position within its stakeholder relations, public affairs area.

Position includes general admin support for three program directors and project support, including managing an access database of global community involvement activities, serving as a key contact for internal and external clients requesting information on Cargill's community involvement programs, printed materials and fact sheets, planning special events, and supporting the employee and retiree volunteer groups.

Position Overview

The stakeholder relations assistant provides administrative support for community relations and investor relations professionals within Cargill public affairs. This individual assists in delivering a wide range of community relations programs and services, and serves as a key point of contact for internal and external clients requesting information. This individual also supports a variety of communications activities, including investor communications, Cargill Cares printed materials and fact sheets, employee announcements and special events.

Principal Accountabilities

50% administrative support

- Conduct general clerical duties for stakeholder relations professionals.
- Serve as first point of contact for internal and external clients on Public Affairs programs and services.
- Conduct Internet-based information searches and support information needs for investor relations activities.
- Serve on administrative team to provide Public Affairs open line telephone coverage. Help with mailings, and provide back-up assistance for other support staff as needed.
- Assist in managing calendars and answering phones. Submit travel and expense reports, file, copy, and fax. Type correspondence if needed.
- Assist with meeting preparation including scheduling attendees, preparing materials, reserving rooms, etc.
- Coordinate logistics for special events.

50% program support

- Assist with implementation of community relations programs and activities
- Follow through on client requests.
- Manage Cargill Cares database to track Cargill locations' involvement in community activities through the database, state, country and business unit files.

- Help develop and prepare information packets for Corporate Orientation Program, business unit trainings and other meetings.
- Assist with various communication activities including Cargill Cares presentations, internal and external web sites, business announcements, fact sheets, etc.
- Maintain and update Cargill Cares state fact sheets.
- Assist with program evaluation including conducting surveys and analyzing results.

Key Qualifications

- Strong written and verbal communication skills.
- Ability to work independently and in teams.
- Strong commitment to customer service.
- Organized and detail oriented.
- Computer Experience - Database management.
- Computer Experience - Word, Access, Internet.
- Computer Experience - Excel, PowerPoint.
- Ability to handle multiple projects simultaneously.
- Flexible.
- Strong initiative and problem solver.
- Interest in community relations programs.
- General knowledge of Cargill.

Competitive salary.

Cargill is an Equal Opportunity Employer.