

# Kentucky Heritage Hemp Co., LLC

**JOB TITLE**                      **OFFICE MANAGER**

**REPORTS TO:**                      **PLANT MANAGER**

## **POSITION SUMMARY**

The Receptionist & Office Manager handles all daily interactions (phone, electronic or in person) with customers and other publics. This position also monitors and logs incoming shipments of materials, and greets and directs all visitors, assuring safety practices are followed by all visitors. This position is responsible for working with both the plant manager and CEO on correspondence, scheduling, meetings and events, records, Human Resource files, and other communications. This is a 40-hr weekly position.

## **KEY RESPONSIBILITIES**

- Greets and monitors all incoming shipments of materials to the plant, including properly logging deliveries into an inventory system.
- Provides support to both the CEO and Plant Manager in areas of correspondence, communications, meetings, employee training, scheduling, and follow-up with customers and others.
- Manages all incoming phone calls and internet inquiries and follows-up to satisfy those inquiries. This may involve direct action by the Office Manager or may involve determining and communicating with the appropriate person for follow up.
- Manages the day-to-day needs of the building and its production crews, which includes ordering and tracking supplies; or may involve coordinating work by vendors (in areas like communications/phone networks).
- Supports the accounting area by tracking receivables and payables and coordinating with Accounting Groups for prompt and precise handling.
- Maintains business records and files and works to assure Human Resource records and needs are fulfilled.
- Performs other duties as assigned by either Plant Manager or CEO.

## **KEY SKILLS REQUIRED**

- Ability to handle multiple tasks and assignments.
- Strong organizational skills (filing, scheduling, records, inventory)
- Polite and friendly communication skills. (both oral and written)
- Demonstrates ability to be self-directed and perform work without daily direct supervision.
- Operates in a manner that promotes team environment and promotes KHHC as a friendly work environment.
- Able to protect company assets and preserve confidential business information.

- Proficient in computer skills, including Microsoft Office (Word, Excel, PowerPoint) and in other applications (Conference Calls, Scheduling software and others).

## **COMPANY CULTURE**

Kentucky Heritage Hemp team members are:

- Honest, dedicated and hardworking.
- Respectful and compassionate to the needs of others
- Thirsty for *knowledge* and self-improvement,
- Passionate for what we do, and enjoy our work
- Involved in fostering a Team Environment that promotes achievement and excellence.
- Focused on a Safe Workplace at all times.
- Practice responsible stewardship and conservation that result in long-term productivity and value creation.

## **PHYSICAL REQUIREMENTS FOR THE POSITION**

- Valid driving licensed driver with safe driving record
- Prolonged periods of sitting at desk and working on a computer
- Must be able to work a 40-hr weekly schedule; occasionally some Saturday hours (for special events, needs) may be required though this will not be common.