Job Description: Part-Time Office & Administrative Assistant

Company: Idaho-Oregon Fruit & Vegetable Association
Location: Parma, Idaho – **On-Site with Local Travel Required**
Department: Administration / Operations and Finance
Reports To: Director of Operations and Finance
Employment Type: Part-Time
Schedule: Approximately 20 hours per week

Position Summary

We are seeking a dependable, organized, and self-motivated Part-Time Office & Administrative Assistant to support the daily operations of our office in Parma, Idaho.

Our office provides administrative, financial, marketing, and operational support to multiple agricultural associations and commissions representing growers and industry stakeholders throughout Idaho and Eastern Oregon.

This position is based at our Parma, Idaho office and includes a combination of administrative support, general office duties, and local errands. Responsibilities may require occasional travel to nearby businesses, vendors, and other locations to support daily office operations.

The ideal candidate is detail-oriented, reliable, comfortable using computers, and capable of managing assigned responsibilities independently while taking initiative when needed. While reporting directly to the Director of Operations and Finance, this individual will also provide administrative and operational support to other office staff across the organizations we represent.

Key Responsibilities

Administrative and Clerical Support

- Perform general administrative and clerical duties to support daily office operations.
- Maintain accurate and organized electronic and paper filing systems.
- Enter, update, and verify information in spreadsheets, databases, and organizational software.

- Prepare, format, proofread, and organize business documents, reports, and correspondence.
- Monitor emails and respond to routine administrative requests as assigned.
- Assist with preparing reports and compiling information as requested.
- Provide administrative assistance to office staff across multiple agricultural associations and commissions.
- Assist with preparing meeting agendas, board packets, correspondence, and other organizational materials.

Office Operations and Local Errands

- Run local errands, including trips to the post office, banks, office supply stores, vendors, and other businesses as needed.
- Coordinate pickups, deliveries, and purchases to support daily office operations.
- Monitor office supplies and coordinate replenishment as needed.
- Assist with preparing, assembling, packaging, and distributing mailings, promotional materials, and other organizational items.
- Help maintain an organized, professional, and efficient office environment.
- Provide hands-on assistance with general office tasks and projects as needed.

Records and Organizational Support

- Organize and maintain organizational records, forms, and supporting documentation.
- Assist with maintaining membership records, contact lists, and association databases.
- Organize invoices, receipts, financial documentation, and other administrative records as directed.
- Review records for completeness and accuracy and bring discrepancies or missing information to management's attention.

- Support the organization and preparation of documentation for reporting, reviews, and audits as needed.
- Assist with administrative preparations for association meetings, industry events, and special projects.
- Help maintain organized shared electronic folders and document management systems.

General Office Responsibilities

- Handle confidential business, financial, employee, and organizational information with discretion.
- Identify administrative tasks that need attention and prioritize work effectively.
- Complete assigned responsibilities independently and within established deadlines.
- Communicate regularly with office staff regarding task progress, priorities, and upcoming needs.
- Demonstrate flexibility and a willingness to assist with a variety of responsibilities in a small-office environment.
- Perform other related duties as assigned.

Qualifications and Requirements

- High school diploma or equivalent required.
- Previous administrative or clerical experience preferred.
- Proficiency in Microsoft Office, particularly Excel, Word, and Outlook, or similar applications.
- Strong organizational skills and attention to detail.
- Ability to work independently with minimal supervision.
- Effective time management and ability to prioritize tasks.
- Dependable, punctual, and self-motivated.
- Good written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

- Valid driver's license, reliable transportation, and appropriate automobile insurance for occasional work-related errands. Approved business mileage will be reimbursed in accordance with office policy.
- Willingness to perform both computer-based administrative work and general office support tasks.
- Agricultural or agribusiness experience is a plus but not required.

Work Schedule and Environment

- Part-time position averaging approximately 20 hours per week.
- Work schedule to be established by mutual agreement during regular business hours.
- On-site position based in Parma, Idaho, with occasional local travel for errands and office-related activities.
- Small, professional office environment with limited visitor interaction.
- Independent work with priorities and direction provided by the Director of Operations and Finance.
- Opportunity to assist with a variety of administrative and operational projects supporting multiple organizations.

Performance Expectations

The successful candidate will be expected to:

- Maintain accurate, complete, and organized records.
- Complete assigned tasks accurately and on time.
- Demonstrate initiative, reliability, and productivity with minimal supervision.
- Communicate progress, questions, and potential issues promptly.
- Follow established procedures and maintain appropriate documentation.
- Protect confidential organizational information.
- Be adaptable and willing to assist with both routine administrative duties and occasional errands or special projects.
- Contribute to efficient and organized daily office operations.

Equal Employment Opportunity

Idaho-Oregon Fruit & Vegetable Association is an equal opportunity employer. Employment decisions are based on qualifications, skills, and business needs in accordance with applicable laws.