



YOSEMITE FARM CREDIT, ACA

POSITION OPENING

- POSITION:** Operations Support Specialist
- LOCATION:** Administration Office Turlock, CA
- GRADE:** Depending on experience
- RESPONSIBILITIES:** Serve as primary backup support for Receptionist in all duties; assist Human Resources department by administering Association service award program, posting all job openings, schedule and administer Internship program, etc. Assist Marketing department with handling and distribution of marketing merchandise. Travel to branch offices when needed to: greet and assist customers, answer telephones, perform daily banking functions, maintain insurance documentation, establish and maintain member files, records and manuals, process incoming and outgoing mail, and maintain inventory of supplies. Other duties as assigned and assist other departments.
- EXPERIENCE:**
- High school diploma or equivalent. Two years of post high school education or at least three years of related work experience.
 - Knowledge of agriculture desirable.
 - Proficient in use of personal computer including Microsoft Word, Excel and Outlook.
 - Exceptional interpersonal, written and verbal communication skills. Must generate highly accurate work, meet deadlines, and effectively manage changing priorities
- GENERAL DATA:** The Association currently provides lending services to approximately 5,500 customers with loan volume approximately \$1.5 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, peaches, wine grapes and walnuts.
- FINAL FILING DATE:** Applications will be accepted until March 23, 2010.

To be considered for this position, send cover letter and personal resume to Human Resources Manager, Yosemite Farm Credit, ACA, P. O. Box 3278, Turlock, CA 95381 or email at jms@yosemitefarmcredit.com. Please mark all correspondence "**CONFIDENTIAL**." If you have any questions or need additional information about the position, please call Jelina Seibert (209) 667-2366 or e-mail at jms@yosemitefarmcredit.com.

Issue Date: March 08, 2010
(EEO/AA EMPLOYER)