



YOSEMITE FARM CREDIT, ACA

RECEPTIONIST

EMPLOYMENT OPPORTUNITY

POSITION:

Receptionist, part-time (32-40 hours/week) position located in Administrative South Office, Turlock, CA.

ABOUT YOSEMITE FARM CREDIT:

As a farmer-owned co-op with over 100-year history serving the agriculture community in Stanislaus, Merced, Tuolumne and Mariposa counties, Yosemite Farm Credit has a commitment to our region's agriculture. The Association currently provides lending services to approximately 5,000 customers with loan volume over \$3 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts. Yosemite Farm Credit's culture of collaboration and team values provides a great atmosphere that allows individuals to contribute to its Vision - *Helping Our Members Prosper!*

GRADE/SALARY/BENEFITS:

Depending on experience.

Yosemite Farm Credit offers a competitive benefit package that includes, but is not limited to, outstanding vacation/sick time accrual, health, dental, and vision plans, tuition reimbursement, 401k fixed AND company match, corporate fitness program, performance related compensation, volunteer time off and paid holidays.

JOB RESPONSIBILITIES/DUTIES:

Provide exceptional customer service experience while greeting and assisting external and internal customers. Professionally answer, assist and/or transfer phone calls. Primarily responsible for coordinating meetings, conference rooms and meals. Establish and maintain organized files, records and calendars. Maintain the inventory, stocking and ordering of supplies for two locations. Process incoming and outgoing mail. Assist other departments with special projects as needed. Other duties as assigned.

PREFERRED QUALIFICATIONS:

- AA with emphasis on business administration or at least three years related work experience in customer service or related field.
- Excellent interpersonal and verbal skills.
- Must generate highly accurate work, meet deadlines, and effectively manage changing priorities.
- Proficient in use of personal computer, including Microsoft Word, Excel and Outlook.
- Ability to lift up to 30 pounds on a periodic basis.
- Must possess a valid drivers license.
- Candidate must work well in team environment.

APPLICATION DEADLINE:

Applications will be accepted through June 7, 2020.

APPLICATION PROCEDURE:

To be considered for this position, send cover letter and personal resume to Human Resources, Yosemite Farm Credit, ACA, P.O. Box 3278, Turlock, CA, 95381 or careers@yfc.ag. Please mark all correspondence "CONFIDENTIAL." If you have any questions or need additional information, please call Cinthia Avila (209) 667-2366.