



YOSEMITE FARM CREDIT, ACA

OFFICE ADMINISTRATOR

EMPLOYMENT OPPORTUNITY

POSITION:

Office Administrator, full-time position located in the Turlock Branch, 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:

Manages branch personnel (4-5 employees) including training, mentoring and development, monitoring, evaluating and coaching performance; and staffing, scheduling, prioritizing, and delegating work assignments. Researches and develops resources that create timely and efficient workflow. Promotes a positive image of the Association; develops and maintains effective business relationships with customers and employees; and serves as a liaison between the branch and other Association departments. Coordinates with facility personnel to maintain a professional workplace. Coordinates with HR for employee interviews and onboarding. Assist in answering phones, helping greet and assist customers, and other duties as assigned.

PREFERRED QUALIFICATIONS:

- High school diploma or equivalent.
- Two years of post-high school education or at least five years of related work experience.
- Highly skilled in use of personal computer including Microsoft Office products and Adobe.
- Knowledge of agriculture desirable.
- Exceptional interpersonal, written, and verbal communication skills.
- Must generate highly accurate work, meet deadlines, and effectively manage changing priorities.

APPLICATION DEADLINE:

Applications will be accepted through January 31, 2021.

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 Stephen Moitozo (209) 668-3522.

CCPA Notice:

The California Consumer Privacy Act ("CCPA") provides California residents with specific rights regarding their Personal Information. To view the Yosemite Farm Credit CCPA Privacy Notice applicable to job applicants, employees, owners, directors, officers, and contractors of Yosemite Farm Credit, please visit the Yosemite Farm Credit website at the following link: <https://www.yosemitfarmcredit.com/about-yfc/careers-with-yosemite-farm-credit/>.