



KIBBLE EQUIPMENT JOB DESCRIPTION

Job Title: Office Coordinator
Department: Administration
Reports To: Store Manager
Supervises: None

Summary: Performs a full range of administrative support duties, including; daily cash drawer balancing, daily bank deposits, ordering janitorial & office supplies, customer's first point of contact, enter parts invoices in A/P.

Essential Job Functions:

- Receives and refers visitors and telephone callers, ensuring these individuals are directed to the proper dept. within the dealership.
- Enter Deere parts invoices in A/P.
- Code & enter general A/P invoices.
- Process payments for whole goods purchase.
- Contact for customer A/R.
- Distributes mail and maintains KEI files.
- Prepares bank deposits and balances the cash drawer daily.
- Process daily JDF settlements.
- Oversees the return process for E-crates and shipping stands to Deere.
- Administrative support for Part, Sales and Service departments.
- Compiles & submit Team Report articles.
- Point of contact for employee computer issues & relaying to KEI's IT department.
- Tracks employee uniform purchases & place orders when necessary.
- Customer function event planning.

Skills & Qualifications:

- High School degree.
- General Accounting knowledge.
- Good people and communication skills.
- Good organizational skills.
- Ability to work in a team environment.
- Ability to use standard desktop load applications such as Microsoft Office, Excel and Word.
- Solid clerical expertise.

This job description is not intended to be all inclusive and employee will also perform other reasonable related business duties as assigned by immediate supervisor or other management as required. Kibble Equipment reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.