

Grassland Dairy Products, Inc.
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OFFICE AND FIELD ASSISTANT

Full-Time

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add an Office and Field Assistant to our team in Greenwood, WI. With additional facilities across Wisconsin, Nebraska and Utah, Grassland is a key player in the dairy industry dedicated to producing high quality products while maintaining a positive work environment for a driven, talent-filled team of employees.

The Office and Field Assistant will act as support staff to the Milk Manager and must be extremely detail oriented and highly organized. This position must perform in a fast paced environment and meet simultaneous deadlines while maintaining high levels of accuracy, professionalism, and confidentiality.

Essential Duties and Responsibilities:

- Provide support for field staff by maintaining reports on inspections, samples and patrons
- Deliver or pickup samples as requested
- Monitor ticket off weights and assist with correcting inaccuracies
- Provide support to the milk department by assisting with daily and monthly tasks such as: ticket entry, patron payroll, scheduling milk, and invoicing.
- Assist with information gathering
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Exceptional attention to detail and strong organizational skills.
- Must be available to work on-call on a rotated weekend basis
- Proficient computer skills in Word, Excel, and Outlook.
- Must be able to perform under tight deadlines with flexibility.
- Demonstrate the ability to work with challenging, sensitive, and confidential situations.
- Must show effective interpersonal, oral, and written communication skills.

Education and Experience:

- High School Diploma or equivalent required
- Dairy industry experience preferred
- A combination of education and experience may be considered at Grassland's discretion.

PHYSICAL DEMANDS:

- Producer locations
- Work around and/or have contact with animals
- Use of office equipment
- Work requires periods of standing and walking, and lifting of moderate objects. Other physical demands include climbing, crouching, sitting and reaching.

Above the Rest Benefits:

- Competitive compensation and weekly pay period.
- Zero premium, company-paid health, dental and life insurance.
- Short-term disability.
- Profit sharing plan with 401(k) enhancement, matched.
- On-site health care and wellness initiatives.