



POSITION OPENING

POSITION: Operations Coordinator

Location: Fresno, CA

ABOUT US

Established in 1917, Fresno Madera Farm Credit provides quality credit and financial services in California's Central Valley, headquartered in Fresno. Our mission is to provide access to credit and related services to farmers and ranchers in our region as an efficient organization that delivers service with people that are passionate about creating the best possible customer experience to the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team driven, performance focused culture, with a strong focus on customer service, and fulfilling our mission to Agriculture.

JOB DESCRIPTION

Fresno Madera Farm Credit is searching for a self-motivated highly driven individual to join our fast-paced team environment. This position requires an individual interested in coordination of facilities and fleet maintenance and projects, oversight of the Association's insurance programs, budget preparation and monitoring and providing backup support to our reception area.

❖ **Performs duties associated with Facilities and Fleet Coordination**

- Coordinate all building repairs and maintenance, coordinates work space configuration, furnishings, related supply ordering, vendor research/recommendation/quality review, landscape maintenance and special projects.
- Perform minor manual work as needed for the routine maintenance and upkeep of the building.
- Research and prepare recommendations relative to the need and feasibility of major repairs/maintenance.
- Monitor pooled vehicle usage, monitor/track/handle all vehicle keys, maintenance, repairs, recalls, and accidents, maintain vehicle records and coordinate vehicle leases, acquisitions, and disposals.

❖ **Coordinate Association's Insurance Program & Risk Management**

- Assist with annual renewal process of the Association's insurance policies.
- Coordination of filing various claims (i.e. auto, building) as requested.
- Coordinate the receipt and review of various insurance reports and payment of quarterly invoices.

❖ **Assists with Reporting and Special Projects**

- Develop and prepare budgets for various projects as directed and provide monthly variance reports.
- Assist with development, maintenance, and implementation of procedures.
- Provide an exceptional level of customer service to our members and guests while working at the reception area.





KNOWLEDGE, SKILLS, AND ABILITIES

1. Outstanding customer service skills to promote and support a service-oriented culture.
2. Functional skills with Microsoft Office Suite including Word, Excel, and Outlook.
3. Ongoing interest in skill refinement, and interest in learning.
4. Demonstrated ability to get results in a team setting, and in working with others in various functions and disciplines. These abilities must include strong customer service skills; capable of consistently delivering results that focus on identified internal and external customer needs.
5. Strong deductive and critical thinking skills, as well as strong written and verbal communication abilities.

MINIMUM QUALIFICATIONS

- ❖ At least 2 years of post-high school education with emphasis on business administration, or related field. AA/AS degree in Business related field, or two-year business school graduate preferred.
- ❖ Minimum 5 years of secretarial or administrative experience. Prior experience with receptionist responsibilities and general accounting skills preferred.

To be considered for this position, please send a cover letter and resume by fax to (559) 276-4896 or email to hrdepartment@fmfarmcredit.com. If you have any questions, please contact Christi Divine at (559) 277-7000.

DISTRIBUTION: External Posting
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