



## Resource Manager

### JOB SUMMARY

The Resource Manager supports various departments and manages multiple time sensitive requests and project expectations. This position will delegate internal team requests to respective vendors and/or internal parties. The Resource Manager will report to the Business Technology Manager and supervise the Office Administrator. This position helps create efficiencies in business operations and procedures.

### JOB DETAILS

Position Type: Full-time

Compensation: Salary negotiable based on experience + competitive benefits package + quarterly bonus structure

### JOB RESPONSIBILITIES

#### Vendor Relations

- Nurture vendor relationship health
- Manage project expectations to various vendors
- Coordinate select building and general vendor appointments and maintenance schedules

#### Managing Office Resources

- Funnel requests from growing satellite offices and provide appropriate resources
- Evaluate and assess resource needs for additional offices to plan for company growth
- Provide creative ideas to manage company resources, using technology approaches, to the AgAmerica team
- Create procedures when needed; provide an avenue for departments to share respective procedures

#### Program Controls

- Responsible for minor Salesforce edits in fields, reporting, and views
- Assist Business Technology Manager in effectively communicating expectations between internal team and vendors
- Serve as a coordinator and/or point person for various program requests among internal team

### REQUIRED QUALIFICATIONS

- Advanced in Office Applications (Word, PowerPoint, Excel, etc.)
- Project Management experience (3 years preferred)
- Experience in Salesforce (or other CRM programs) is preferred

### CORE COMPETENCIES

- Creativity to tackle team obstacles
- Unparalleled flexibility with scheduling and projects
- Organized and detail-oriented
- Resource for the entire team; effective listener
- Confidence in programs
- Composure in tough situations; ability to interact with employees in various settings

### AGAMERICA MISSION

- To know the farmer.
- To counsel the farmer.
- To provide a financial structure that allows the farmer to thrive in good times and to sleep well during tough times.
- To celebrate the critical role of the farmer in America, and to champion all that the American farmer represents in a changing world.

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EOE

This job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or be assigned at any time.