
Job Status: Part Time

Job Type: Temporary/Non-Exempt with the potential to convert to permanent/full-time based on performance and business needs

Reports To: Senior Office Manager

Amount of Travel Required: Minimal

SUMMARY

Genective, a JV between two leading global seeds companies, Limagrain and KWS, is looking to fill the position of part-time Administrative Assistant for our fast-growing team in the U.S. The primary working location is at the research facility in Weldon, IL while occasional travel to the headquarters in Champaign, IL may be required.

THE POSITION

The Administrative Assistant plays a role in providing support, assisting with administrative activities for the broad team, as well as assisting with certain corporate communication, bookkeeping and site operation duties.

Essential Responsibilities

- Assist Senior Office Manager with maintaining filing system and managing important and confidential corporate documents
- Assist Senior Office Manager in planning and coordinating team meetings and events
- Assist with ordering of office supplies and accounting paper flow, incl. A/R and A/P invoices
- Assist in receiving of mail/packages and proper distribution
- Assist in site operations, including stocking office supplies, verifying service contractors' work, and performing shipping duties
- Cover the research reception desk at Weldon and provide general support to visitors/contractors/vendors

Additional Responsibilities

- As required by the Senior Office Manager

QUALIFICATIONS

The ideal candidate will possess the following qualifications:

- Education: minimum of a high school diploma required
- Exceptional time, task, and resource management skills with excellent attention to details
- Ability to plan for and keep track of multiple projects and deadlines for self and others.
- Excellent computer skills, including a high degree of proficiency in entire MS Office Suite
- Excellent written and verbal communication skills

- Superb interpersonal skills and able to work with various personalities and situations
- Able to anticipate needs and take actions accordingly without being directed
- Passionate about supporting others and see others' success as their own success
- Trustworthy and able to handle confidential information appropriately
- Capable to perform consistently in a fast-paced, quickly changing, entrepreneurial environment
- Willing to learn and grow through on-the-job training and continued education
- Corporate experience a plus

THE REWARD

Competitive hourly base salary. Plus, fun and satisfaction from working in a high trust, high empowerment, high impact, entrepreneurial environment with a close-knit team.

THE ORGANIZATION

About Genective

Genective is a 50/50 joint venture established between Limagrain and KWS, two of the world's largest seed companies. With entities and activities in North America, South America, Europe, and Asia, Genective is currently dedicated to the research, development, and marketing of transgenic traits for corn.

About Limagrain

As the fourth largest seed company worldwide, Limagrain's mission is to move agriculture forward to meet global food related challenges. Limagrain is a cooperative group founded and managed by French farmers. Its parent company, Coopérative Limagrain, brings together nearly 2,000 farmers located in the center of France. The Group creates, produces and distributes field seeds, vegetable seeds and cereal products. Limagrain is present in 56 countries and has more than 10,000 employees. It makes nearly 2.5 billion Euros of sales with recognized brands on their markets: LG, Vilmorin, Hazera, Harris Moran, Jacquet, Brossard.

About KWS

KWS is one of the world's leading plant breeding companies. In the fiscal year 2017/18 more than 5,000 employees in 70 countries generated net sales of EUR 1,068 million and earnings before interest and taxes (EBIT) of EUR 133 million. A company with a tradition of family ownership, KWS has operated independently for more than 160 years. It focuses on plant breeding and the production and sale of seed for corn, sugarbeet, cereals, rapeseed, sunflowers and vegetables. KWS uses leading-edge plant breeding methods to increase farmers' yields and to improve resistance to diseases, pests and abiotic stress. To that end, the company invested approximately EUR 200 million last fiscal year in research and development.

HOW TO APPLY

If interested, please send your cover letter and resume to resumes@genective.com with the subject of *Application for Administrative Assistant*.