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## **ABOUT POET ETHANOL PRODUCTS**

POET Ethanol Products is a global leader in the energy and agricultural space. We started as a supplier of fuel ethanol, and have grown into a multi-commodity marketing and transportation company providing solutions in fuels, grains, and carbon dioxide markets. We are part of a network of engineering, management, marketing, and manufacturing companies that are dedicated to being good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. As the largest supplier of ethanol in the world, we believe in the value and benefits of driving a renewable solution to global energy needs, and focus on creating a more sustainable path forward in all our related industries.

## **JOB SUMMARY**

When we show up to work at POET Ethanol Products, it's our job to meet our customer's needs as efficiently as possible.

As the Administrative Assistant, you will greet company guests and be the first voice of the company when customers call. You will also assist with a wide variety of office tasks such as running reports and ordering office supplies. Sound intimidating? Don't worry. If you are a problem solver, detail oriented, a good team player, effective communicator and are looking for an opportunity with a strong, growing company in an exciting industry, we can provide you all the necessary training and tools to be successful.

## **THIS JOB MAY BE FOR YOU IF....**

- You know the basics of Microsoft's Office Suite and are capable of learning new programs.
- You are comfortable answering a multiline phone system.
- You communicate effectively. You write well and speak articulately. You are comfortable communicating in writing and over the phone.
- You like helping people. You're patient and level-headed. You really enjoy exceeding someone else's expectations.
- You pay attention to the details but also see the "big picture." For you, anything worth doing is worth doing right, every time.
- You are a learner, not afraid of taking on new things and stretching yourself. You are not afraid to ask questions, as you're always looking to improve and help others.

## **A TYPICAL DAY (if there is one)**

- Answer incoming phone calls
- Greet visitors
- Manage fax and mail distribution
- Run, save and upload reports for the compliance team
- Since we are all about teamwork and getting the job done, your skills may be put to a lot of other uses!

## **WORK ENVIRONMENT**

- Culture is king at POET. We are all on the same team. We always communicate. We park our egos at the door. These aren't just slogans on our walls. It's part of who we are.
- We have an open work environment, with no offices. We are all in this together and we work close together.
- We work hard. We play hard. We have frequent team events, from bowling and BBQ's to charity activities.
- We also expect that everyone will maintain a healthy work-life balance. It's the best way to optimize health, happiness and productivity over the long term.
- There is not a lot of physical labor, most of your time in the office will be at a desk. Your longest walk will typically be to a meeting or to the break room to help yourself to one of the gourmet coffee\expresso selections or a piece of fresh fruit.

We are proud to be an Equal Opportunity Employer. If you want to learn more about us, please visit [www.poetep.com](http://www.poetep.com)