



SMITH FERTILIZER & GRAIN

**Location:** Knoxville, Iowa

**Company:** Smith Fertilizer & Grain

**Industry Sector:** Agriculture

**Industry Type:** Professional

**Career Type:** Agronomy Operations Assistant

**Job Type:** Full-Time

**Minimum Experience:** Previous experience in the field of agronomy required. CDL with Hazmat and experience with NH<sub>3</sub> strongly preferred.

**Salary:** \$50,000 – \$55,000 depending on experience and endorsements

Smith Fertilizer & Grain has an immediate opening for an Agronomy Office Assistant at our main business office in Knoxville, Iowa. This role is a dynamic and wide-ranging position requiring strong administrative skills and the ability to assist with outside operations as needed.

Base hours are 6:00am–3:00pm Monday through Friday, with occasional weekends and extra hours in the busy seasons. Base hours are negotiable in slower/nonpeak seasons. Must be proficient in Microsoft Office products. Excellent benefit package with 401(k).

#### **Responsibilities:**

- Ensure SFG staff are up-to-date and current on required training and licenses.
- Tracking of usage and locations of SFG agronomy equipment.
- Work with farm management to log field data.
- Keep an accurate inventory of seeds, chemicals, and fertilizers.
- Prepare mix and load sheets for chemical and fertilizer applications.
- Assist with filling/delivering NH<sub>3</sub> tanks in peak season if needed.
- Prepare price sheets for locations and salesmen.
- Keep accurate records of agronomy applications and sales.
- Entry and tracking of customer prepay and booking contracts.
- Run truck scales (sprayers, NH<sub>3</sub>, grain trucks etc.).
- Load customers and answer phones as needed.

#### **Skills:**

- Excellent time management and ability to prioritize work.
- Currently hold CDL or willing to obtain.
- Able to lift 50lbs & operate forklift.
- Proficient with web applications and technology.
- Willingness to be a team player and fill in where needed.

#### **Application Method:**

1. Download and complete the Office Application found at <https://www.sfgiowa.com/Careers/Apply-Online>. Submit the application online and select the position you are applying for.
2. Completed applications and resumes may also be emailed to [KristinS@SFGIowa.com](mailto:KristinS@SFGIowa.com)