



SMITH FERTILIZER & GRAIN

Location: Albia, Iowa

Company: Smith Fertilizer & Grain

Industry Sector: Agriculture

Industry Type: Professional

Career Type: Office Manager

Job Type: Full-Time

Minimum Experience: Bachelor's degree in business management or three years' experience.

Salary: Negotiable

Smith Fertilizer & Grain has an immediate opening for a full-time Office Manager at our Albia, Iowa location. Previous experience as a front office clerk or office assistant is desired. Salary will be based upon previous experience. The desired candidate will be a take-charge administrative professional with excellent bookkeeping, organization, communication, and supervisory skills to keep our busy office running efficiently.

Base hours are 7:30am–5:00pm Monday through Friday, with occasional Saturdays and extra hours in the busy seasons. Must be proficient in Microsoft Office products, especially Excel. Excellent benefit package with 401(k).

Responsibilities:

- Proficient with all Microsoft Office products.
- Operate scale for multiple commodities.
- Grain recordkeeping and settlements.
- Assist location management as necessary.
- Ordering of bagged and bulk feed and feed ingredients.
- Facilitate weekly inventory counts to ensure proper billing and documentation of feed.

Skills:

- Excellent time management and ability to prioritize work.
- Attention to detail.
- Problem solving.
- Math proficiency.
- Excellent customer service skills.
- Self-motivated with the ability to multi-task.

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