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N7295 Feed Mill Lane Algoma, WI 54201
920-837-2226

www.riocreekfeedmill.com

715 Frontier Road Luxemburg, WI 54217
920-845-1528

Job Posting: Luxemburg Administrative Assistant

Locations: Luxemburg, Wisconsin*

Employment Type: Full-Time (40-50 hours per week)

Job position is 7:00am - 4:00pm with extended hours during spring planting & fall harvest seasons. Additionally, a weekend rotation runs from March through December **

Benefits: Paid Holidays, Vacation, Retirement Plan, Health Insurance Plan, Voluntary Dental & Vision Plans, Life Insurance, Disability Insurance,

Salary: TBD

Posted Date: 7/19/2021

Closing Date: when filled

Job Description:

Primary Objective:

- Handle all office duties at our Luxemburg facility

Major Accountabilities:

- Answer phone calls
- General invoicing
- Tracking and billing outgoing and trans-loaded product
- Scaling inbound and outbound loads
- Testing grain for moisture, test weight, and vomitoxin
- Rail management - releasing, billing, tracking cars
- Location inventory management
- Assist with company website and social media
- Managing part-time location intern during harvest season
- General cleaning
- Some outdoor duties based on season & work-load

Knowledge, Skills, Abilities:

- Previous office experience is preferred
- Willingness to learn phone system, invoicing, and scale system is expected
- Basic computer knowledge including Microsoft Word & Excel

*This position is mainly at our Luxemburg location; however, occasional work may be at our Rio Creek location.

**Extended overtime hours may occur during spring/fall seasons.

If interested in the position, please fill out the employment application available at our Rio Creek office or on our website. Applications can be emailed to ajbarta@riocreekfeedmill.com or returned in person to the office.