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N7295 Feed Mill Lane Algoma, WI 54201

715 Frontier Road Luxemburg, WI 54217

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www.riocreekfeedmill.com

920-845-1528

Full Time Career Job Posting at Rio Creek Feed Mill

Job Title: Luxemburg Administrative Assistant

Locations: Luxemburg, Wisconsin*

Employment Type: Full Time including a weekend rotation **

Benefits: Paid Holidays, Vacation, Retirement Plan, and Health Insurance Plan

Salary: TBD

Posted Date: 6/11/2020

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 staff
- General cleaning

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.