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N7295 Feed Mill Lane, Algoma, WI 54201 Ph. 920-837-2226 Toll-free 1-877-873-2226 [www.riocreekfeedmill.com](http://www.riocreekfeedmill.com)

**Full Time Career Job Posting at Rio Creek Feed Mill**

**Job Title: Administrative Assistant**

**Locations:** Rio Creek & Luxemburg, Wisconsin\*

**Employment Type:** Full Time\*\*

**Benefits:** Paid Vacation, Retirement Plan with employer match, Health Insurance Plan available

**Salary:** Negotiable

**Posted Date:** 4/11/18

**Closing Date:** when filled

**Job Description:**

Primary Objective: to assist with general office duties as described below:

Major Accountabilities:

- Safety Liaison; work with hired 3<sup>rd</sup> party to schedule, hold, track employee training, etc.
- Assisting/Invoicing walk-in customers
- Assisting customers at the scale
- Answer/Direct phone calls
- Monthly customer curtesy calls
- General filing
- Double checking billed invoices
- General cleaning duties

Knowledge, Skills, Abilities:

- Display a high level of initiative, effort and commitment towards completing tasks efficiently
- Ability to communicate information or ideas effectively in written or oral form
- Ability to organize, deal with change effectively, and work on multiple tasks concurrently
- Ability to work in a fast paced environment, at times independently with minimal supervision
- Related field experience preferred but not required
- Comply with all safety requirements
- Basic computer knowledge including Microsoft Word & Excel
- Ability to quickly learn company software

\*Position may be a split location schedule between the Rio Creek and Luxemburg locations.

\*\*Weekend work during our busy season (spring – fall) is a requirement.

Please send application and resume to [ajbarta@riocreekfeedmill.com](mailto:ajbarta@riocreekfeedmill.com) or job off either of our locations.