

## **Receptionist/Agronomy Office Associate**

**Location:** Luckey Farmers, Bradner, Ohio

The receptionist/agronomy office assistant performs receptionist and administrative functions including greeting customers, answering phones, providing billing assistance and maintaining a tidy work office environment.

### **GENERAL DESCRIPTION**

- Greets and welcomes visitors in a professional manner
- Answers telephones promptly in a courteous and professional manner, providing exceptional customer service
- Distributes mail
- Assists with billing
- Provides clerical assistance to Agronomy and Garage teams

### **GENERAL ACCOUNTABILITIES**

- Strong attention to detail
- Excellent communication skills both verbal and written
- Excellent MS Word, Excel, Outlook, Access, Internet, 10-key and typing skills.
- Outstanding multi-tasking and prioritization skills
- Proven ability to provide excellent customer service to internal and external customers
- Ability to work independently and as a contributing team member
- Strong listening skills

### **WORK ENVIRONMENT ACCOUNTABILITES**

- Noisy conditions.
- Ability to work extended hours as business conditions warrant.

**Education:**

High School graduate or equivalent or 1 year of related job experience and/or training, or equivalent combination of education and experience.

Job Type: Full-time

**BENEFITS:**

Luckey Farmers, Inc. is an equal opportunity employer. Enjoy a competitive salary commensurate with the experience and responsibility requirements. Excellent employee environment with a competitive benefits package including:

- Healthcare including, medical, dental and vision
- Paid Time Off
- 401k Plan
- Life Insurance
- Disability

**APPLY**

If you wish to apply, please send a resume to Julie Myers by email at [jmyers@luckeyfarmers.com](mailto:jmyers@luckeyfarmers.com). If you have any questions, please feel free to contact Julie at 419-849-2711, x1113.

**\*\*This is an internal and external job posting. Responses must be received by March 27, 2023.\*\***