



Location: Knoxville, Iowa

Company: Smith Fertilizer & Grain

Industry Sector: Agriculture

Industry Type: Professional

Career Type: Office Assistant

Job Type: Full-Time

Minimum Years Experience Required: 1 year customer service.

Salary: Negotiable

Smith Fertilizer & Grain has an immediate opening for a full-time Office Assistant at our Knoxville, Iowa location. This position features a competitive wage and full benefits package.

Full time employees are eligible for the following benefits:

- Group Health Insurance
- Dental Insurance
- Vacation
- Paid Holidays
- 401(K)
- Tuition reimbursement/Earn while you learn
- Clothing/Uniform Allowance
- Employee Discounts
- Aflac Insurance

Duties:

- Enjoys working with the public
- Greet customers and staff
- Excellent customer service skills
- Proficient with all Microsoft Office products
- Answer multi-line phone system
- Operate scale for multiple commodities
- Invoicing
- Assist management as necessary

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.