



Location: Knoxville, Iowa
Company: Smith Fertilizer & Grain
Industry Sector: Agriculture
Industry Type: Professional
Career Type: Administrative Assistant
Job Type: Full-Time
Minimum Experience Required: 1 year customer service.
Salary: \$15 - \$17 per hour

Smith Fertilizer & Grain has an immediate opening for a full-time Administrative 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:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off

Schedule:

- Day shift
- Monday to Friday
- Weekends as needed

Duties:

- Demonstrated ability to problem-solve and multi-task in a steady to fast-paced environment
- Sound business skills, including previous bookkeeping experience
- Excellent math, written, and verbal communication skills
- Strong knowledge of Microsoft Office, including Excel and Word
- Proven capability to learn proprietary software
- Outstanding customer service
- Ability to work Saturdays during busy seasons
- Ability to work overtime 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.