

Office Administrator

Position Summary

Dakota's Best Seed located in Platte, SD is looking for an Office Administrator. Primary responsibility will be administering front office to promote operational efficiency.

Responsibilities

- Customer assistance
- Data entry & management
- Inventory management
- Organic paperwork processing and management
- Shipping Management
- Order entry and processing
- Position may evolve over time due to additional staffing, business needs and candidates skill set.

Qualifications

- Direct experience in managing business operations, including basic accounting, human resources, and technology functions.
- Strong organizational skills.
- Ability to identify and analyze issues and problems and to recommend and implement solutions.
- Interpersonal skills necessary in order to maintain effective relationships with team and customers.
- Proficient with Office 365/Microsoft products (Word, Excel, Outlook, OneDrive).
- QuickBooks experience a plus.
- Degree in Business Administration or closely related field.
- Agronomic knowledge/experience extremely helpful.
- Ability to pay attention to detail and maintain confidentiality.
- Team player.

Benefits

- Hourly position. Pay DOE and responsibilities.
- Incentives and bonus for achieving business financial goals.
- Paid holidays and vacation
- Health, vision, and dental insurance available.
Simple IRA

About Us

Dakota's Best Seed is located in Platte, SD. We currently have between 15-20 employees. We buy, sell and condition organic and Non-GMO agricultural seed, sell organic and conventional seed corn, and sell fertilizer (primarily organic). Our facility is organic certified. We are typically open from 8-5, Monday thru Friday with Saturday hours during spring planting. We are a family owned and operated business for over 50 years.

Email resume to:

DakotasBestHR@midstatesd.net

Subject Line: Office Administrator

Dakota's Best Seed

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www.dakotasbestseedllc.com