



Administrative Analyst

Located in Traver, California, BEST Agri-Marketing, Inc. is a San Joaquin Valley leader in marketing and merchandising feed products and services to dairy farms in Central California, helping dairy producers maximize profitability.

BEST Ag is seeking a highly motivated individual for an Administrative Analyst position. Tasks include but are not limited to:

- Accounts payable and receivable processing
- Input & distribution of dispatch data
- Maintaining organization of business records & implementing organization systems
- Generating and analyzing data and reports using NewBos & Microsoft Excel
- Contributing to monthly inventory control process
- Assisting with HR as needed
- Managing compliance records for certifications, licenses and permitting
- General filing, data entry, phone answering
- Contributing to company goals by doing other related tasks as needed

BEST Ag offers:

- Competitive salary & benefits
- Job training and opportunities for advancement

You offer:

- Experience in a clerical, administrative, financial and/or logistics role(s)
- Computer literacy
- Excellent communication and interpersonal skills
- The ability to critically think and problem solve
- Mathematical & Organizational skills
- Attention to detail