



Administrative Clerk

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 Clerk position:

- Paperwork preparation (receiving, copying, preparing shipping documents)
- QuickBooks data entry (inputting shipping/receiving and AR/AP information)
- Maintain organization of business records (filing, general office organization)
- Contribute to company goals by doing other related tasks as needed

This position is full-time. Qualified applicants should possess some experience in a clerical, administrative and/or financial role(s).

BEST Ag offers:

- Competitive hourly pay
- Health, Dental, Vision, Life Insurance 100% paid by employer
- 401K Employer Matching Contributions
- Job training and opportunities for advancement

You offer:

- Knowledge of basic accounting principles
- Some experience with accounting software *QuickBooks experience preferred
- Excellent communication and interpersonal skills
- The ability to critically think and problem solve
- Mathematical & Organizational skills
- Attention to detail

Please email resume to: jaclynn@bestagri.com

www.bestagrimarketing.com