



Administrative Manager

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 Manager position. Tasks include but are not limited to:

- Accounts payable and receivable processing
- Maintaining organization of business records
- Generating reports using NewBos Accounting System & Microsoft Excel
- Inventory control
- Filing, data entry, phone answering
- Contributing to company goals by doing other related tasks as needed

Qualified applicants should possess some experience in a clerical, administrative and/or financial role(s).

BEST Ag offers:

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

You offer:

- Computer literacy
- Excellent communication and interpersonal skills
- The ability to critically think and problem solve
- Mathematical & Organizational skills
- Attention to detail

When you work at BEST, the policy is simple – treat everyone you meet like an old friend.

Please email resume to: jaclynn@bestagri.com

www.bestagrimarketing.com

