



## Administrative Specialist

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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 Specialist position:

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

### Tasks are as follows but not limited to:

- Paperwork preparation
  - o Receiving, copying, coding and preparing inbound and outbound documents
- Newbos data entry
  - o Inputting AR, AP & Inventory data
- Problem solving and critical thinking
  - o Assisting customers with billing inquiries
  - o Communicating with vendors regarding payable disputes
  - o Troubleshooting inventory discrepancies
- Maintain organization of business records
  - o Filing, general office organization
- Maintaining an orderly/tidy office
  - o Ensuring the office is always presentable for a customer to walk in
  - o Ordering office supplies
  - o Point person for communication with IT company
- Contribute to company goals by doing other related tasks as needed

### 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
- Experience with accounting software
- Excellent communication and interpersonal skills
- The ability to critically think and problem solve
- Mathematical & Organizational skills
- Attention to detail

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[www.bestagrimarketing.com](http://www.bestagrimarketing.com)

To apply, email your resume to [jaclynn@bestagri.com](mailto:jaclynn@bestagri.com)