

## **Administration/Customer Specialist**

### Job Description

**Employment Status:** Full time year round

Two weeks off during Holidays from weeks of Christmas to New Years.  
1 position available.

**Wage:** \$16/hr with possibility of Salary.

**Summary:** In charge of all office functions. Send and receive emails, phone calls, mail. Maintains serenity in the office, with proper document filing, receipt inputting, keeping track of income and expenses in real time. Additional tasks will include, delivery during necessary times of the year, applying for grants, and engaging in publicity for the farm.

### **Essential Job Functions**

- Select Farm Share management.
- Communication of supplies needed on a weekly basis.
- Record keeping of sales and receipts.
- Other tasks that pertain to general operations.
- Assist Kev in general operations.

### **Scope Of Responsibilities**

You are the first point of contact for the farm. Jovial, fun and knowledge about the farm and the farm shares is expected. Lots of independence is given for this position to allow tasks to be done as necessary at times that are best suited. Working from home for most tasks is acceptable and encouraged. Time commitments are necessary during certain times and you should be punctual. All customer relations are to be handled by you.

### **Typical Duties**

- Maintain office organization
- Management of Farm Share customers
- Maintain office supplies
- Maintain vehicles
- Accounting
- Running errands

### **Pertinent Skills**

- High energy

- Critical thinking
- Work well under pressure
- Committed and punctual
- Positive attitude
- Knowledge of vegetables
- Customer Service

### **Benefits**

- Health insurance & Paid Time off- Not currently offered
- We are a growing company, commitment and capability to aid in growth will be compensated.