

Now Hiring: FARM ADMINISTRATIVE ASSISTANT

Immediate opening for a Farm Administrative Assistant. This position will be responsible for efficiently maintaining organization and communication within the farm office.

Some essential functions of the job include but are not limited to:

Essential Functions:

1. Ensure that the customer is the #1 priority and that every guest is treated accordingly.
2. Manage the first 5 Moments of Magic:
 - a. Maintain general office coordination.
 - b. Presentation of farm office.
 - c. Ensure the billing is timely and accurate.
 - d. Provide assistance to Eckert team members within a timely manner
 - e. Attend to guest's needs in a timely manner and provided with superior service
3. Coordinate Warehouse orders and process appropriately.
4. Perform data entry functions using farm work software.
5. Receive and direct visitors.
6. Facilitate information and transfers calls in a pleasant, efficient and organized manner.
7. Handle telephone calls and scheduling of orders.
8. Maintain strong communication and work closely with the Farm Operations Team regarding progress, activities and issues to be resolved.
9. Maintain confidentiality in regards to the company and guests.
10. Create and modify documents such as invoices, reports and letters using Microsoft Office.
11. Maintain records of various operations for the farm.
12. Assist at the Millstadt Farm during September & October
13. Perform other duties needed or assigned.

Applying candidate **MUST** have computer experience and be proficient with Microsoft Office products.

Work days may vary. Possible 6 day work week while in season, with Sunday typically off.
\$11 - \$14/hour pay-range plus health insurance, and vacation days.

If you are interested, please fill out an application on our website – eckerts.com under employment. If you have any questions, please contact Sarah Lanxon at 618-310-2753 or at sarah.lanxon@eckerts.com.