

Diamond B Feedyard

Job Title:	Administrative Assistant	
Primary Job Location:	Tulia, TX	
Contact:	John Van Pelt, tuliafdlot@yahoo.com	
Job Classification:	Full-time	
Work Schedule:	Mostly day hours. Average 40+ hours per week.	

Job Summary

Diamond B Feedyard is searching for a bright and eager administrative assistant who is interested in a career in a feedyard. The ideal candidate must be well-organized, detailed-oriented and a team player. Must share a passion for agriculture, especially the cattle industry. Additionally, candidate must:

- Desire to learn new tasks as this person will learn all aspects of the feedyard.
- Be able to work with the bookkeeping department.
- Keep up with all aspects of trucking, loads, permits, payroll, expenses, fuel, etc.
- Collect data and organize information on cattle received and shipped.
- Manage reports on grain and ingredients received and used, mill ingredient usage reports.
- Inventory ingredients, produce weekly and month-end reports.
- Assist in answering the phone and greeting customers.
- Perform other duties as assigned

Compensation and Benefits

Base Wage: Depends on experience

Diamond B offers a generous benefits package including

- Profit sharing retirement program
- Health Insurance, Life Insurance
- Paid vacation and holidays

Required Skills, Education and Experience

- Proficient with Microsoft Excel and Word platforms.
- Must have high school diploma or GED degree or related experience and/or training or equivalent combination of education and experience. College degree preferred.
- Experience in agriculture beneficial.
- Prior job experience preferred but not required. Must have work references.

Interested applicants should send their resume to John Van Pelt at tuliafdlot@yahoo.com.