

Morris Stock Farm

Position: Office Assistant

Full-Time, Non-Exempt

Monday-Friday, Occasional Saturdays

Job Summary:

The Office Assistant provides high-level clerical support to the office and feedlot managers performing a variety of secretarial duties and skilled tasks that may include preparing reports, conducting research, and collecting data.

Duties/Responsibilities:

- Proficient in 10-key calculator and Microsoft Excel
- Collects requested data and information from various sources including email and other correspondence.
- Welcomes and directs visitors, clients, and fellow employees.
- Answers and transfers phone calls, screening when necessary.
- Performs other general clerical and secretarial duties as requested
- Performs some housekeeping duties
- Performs other related duties as assigned.

Required Skills/Abilities:

- Self-Starter, ability to work without needing direction
- Detail-oriented and professional.
- Exceptional communication skills.
- Extremely proficient with Microsoft Office Suite.
- Basic understanding of office equipment.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently and reliably.
- Flexible and adaptable in various situations and when interacting with many different personalities.
- Ability to organize and prioritize tasks including delegation of tasks when appropriate.
- Knowledge of, or ability to quickly acquire, familiarity with the roles and function of the assigned department, and any specifically applicable laws or guidelines.

Education and Experience:

- Associates degree preferred
- Three to five years of experience in a related role
- Experience in farming and ranching preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Supervisory Responsibilities:

- None

Benefits

- Insurance available; employee pays 100%

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Please send resume to via mail or email:

Morris Stock Farm
8075 County Road Y
Gruver, TX 79040

office@morrisstockfarm.com

Closing Date: November 15, 2020

For information on Morris Stock Farm, and our company culture, visit our website at www.MorrisStockFarm.com

Morris Stock Farm is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.