



717-664-0551 Fax 717-664-0552 6 S Broad Street, Ste #2., Lititz PA 17543 admin@agventuresllc.net

OFFICE PROFESSIONAL/ ADMIN ASSISTANT

JOB DESCRIPTION:

- The candidate will fill a variety of roles at Ag Ventures from compiling the weekly schedule to answering phones and communicating with service techs, growers and drivers throughout the day. The person is responsible for overseeing daily hog movements, updating and making changes when needed.

RESPONSIBILITIES:

- Mortality Reports
- Weekly Freight Invoices
- Coordinating schedule with truck drivers and service techs
- Entering all sow barn data into PigKnows
- Scheduling yearly 3rd party audits
- Compiling closeout data for finishing barns
- Creating feed budgets for all barns, and ordering feed for growers
- Other duties as assigned

SKILLS/ QUALIFICATIONS:

- Knowledge/ background in the agriculture industry is preferred but not necessary
- Excellent organization and record keeping skills
- Great multi-tasker
- Self-motivated
- Strong computer skills with knowledge of the Sage accounting program preferred but not necessary
- Friendly, upbeat personality

JOB LOCATION:

- This position will be located at our office in Lititz, Pennsylvania. The address is listed above.

Please forward resume to: jeff@agventuresllc.net and aaugsburger@agventuresllc.net

For more information contact: Jeff Wagner @ 717-278-7936