

OFFICE MANAGER

Office managers within the agricultural industry typically handle administrative and customer service duties within an office setting.

WHAT RESPONSIBILITIES WILL I HAVE?

- Process business activities through computers
- Generate and review customer checks and buyer invoices
- Prepare bookkeeping packets and provide accounting reports as needed by management
- Manage data entry and inventory
- Manage accounts receivables and setup new buyers
- Process general administrative expenses
- Process timesheets for hourly workers and assist in collecting new hire paperwork
- Support corporate office accounting departments
- Provide excellent customer service
- Provide support to the facility manager and regional office manager
- Recruit and hire seasonal labor
- Manage technology needs like software updates, virus protection, etc.
- Maintain office organization and purchase supplies



WHAT EDUCATION & TRAINING IS REQUIRED?

Associate's degree in business administration, accounting or a related field is preferred

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, business and computer courses, personal finance, mathematics

TYPICAL EMPLOYERS

Small to large-scale agricultural companies, farms, government agencies, cooperatives, mills, universities

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- National Association of Professional Receptionists
- The American Society of Administrative Professionals

AVERAGE ANNUAL FULL-TIME SALARY

\$49,000