



1828 Freedom Rd. Suite 101
Lancaster, PA 17601
(717) 687-6224
KingsAgriSeeds.com

Administrative Assistant

Join our team in serving over 160 seed dealers and their customers from Virginia to Maine. This position will work in conjunction with our office team and independently on various tasks and projects. King's AgriSeeds, Inc is a forage seed company that is focused on high quality forages and cover crops.

Responsibilities:

- Account Receivables
 - Invoicing of product shipped and follow up on unpaid invoices.
- Compliance Reporting
 - Ensure compliance for sales that require end user documentation.
- Customer Service
 - Serve customers in placing orders etc during busy times via phone and email.
- Reporting
 - Summarize program and year end reports.
- Participate in weekly staff calls and other meetings as requested.
- Other duties for the support of King's AgriSeeds and its dealer network.

Location:

1828 Freedom Road, Lancaster, PA 17601

Wages and Workload:

Hourly wage based on experience and skills. Christian holidays and most major holidays are observed. Vacation and sick days are flexible; however, extended periods of time off during peak work load will be highly discouraged.

Qualifications:

Applicant must be detail oriented and enjoys working with a team.

Basic accounting software and spreadsheet skills.

A basic understanding of agriculture is helpful but not required.