

Administrative Assistant - Colfax, WA



Dedicated People Who Care.

The McGregor Company serves growers in Washington, Idaho and Oregon with the seed, crop inputs, equipment, services, research and advice needed to raise healthy, sustainable crops. Our Administration Team provides the highest standard of customer service and support that is indicative of dedicated people who care.

Duties:

- Answer phone calls in a professional and helpful manner, transfer calls to appropriate department
- Manage incoming mail pickup, distribution and end of day outgoing mail
- Warmly welcome visitors to the building, assist visitors with their needs
- Assist with general business correspondence and operating office equipment
- Keep schedules and event calendars up to date for office meeting space
- Provide meeting support including supplies, meals, materials etc.
- Maintain inventory for all general office needs, including janitorial and uniforms
- Maintain safe and clean reception area by complying with procedures, rules, and regulations
- Communicate with other members of the administration team regularly by documenting and communicating actions, irregularities, and continuing needs
- Assist other departments as needed, accounting, safety, accounts payable, etc.

Requirements/Skills

- Work experience in a similar position preferred
- Proficiency in MS Office suite required
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Ability to learn the use of equipment found in modern office settings
- High School diploma or equivalent

Position Details:

- 40 hours/week in person at office in Colfax, WA
- Benefit package (medical, dental, vision, 401k, vacation, life insurance, + more)
- Drug Free Workplace

Wage:

- *\$18.50-22.00 per hour, depending on experience and qualifications*

**Application available on the Careers page at www.mcgregor.com
To apply send completed employment application to hr@mcgregor.com**