

Front Office Assistant

Tait Farm Foods has an immediate opening in our business office located in Boalsburg. This flexible, part-time position is an opportunity to provide daily administrative support in a small office setting while learning new systems and integrations. This is an outstanding opportunity to learn or expand your own skill set within a supportive office environment.

Our future Office Assistant will be a positive ambassador of our company to customers on the phone, online, and in-person. Daily tasks will include bank deposits, order processing, and coordinating office details with other areas of our multifaceted company.

Our ideal candidate will understand or have a willingness to learn accounting and manufacturing software integrations. Experience with QuickBooks Online or another accounting system is appreciated but we will offer training in the related business tasks for this position. Experience creating reports in Microsoft Excel is also an asset.

This Monday-Friday position is 3-4 hours each day with flexible scheduling between 8A-2P. The position works directly with the facility manager and other members of our management team. The candidate must be reliable, trustworthy, detail oriented, and a team player.

Daily responsibilities will include but are not limited to:

- Oversee all office operations including managing email, incoming and outgoing office phone calls, mail receiving and sorting, maintaining both hardcopy and digital files.
- Financial tasks include daily deposits, posting and paying bills, as well as running weekly financial reports.
- Provide office support to the wholesale manager through order processing, invoicing customers, organizing deliveries, and taking the initiative to solve real-time needs of our customers.
- Ongoing communication with production and shipping regarding inventory and order fulfillment will be ongoing.

Compensation is commensurate with experience beginning at \$15.50/hr.

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