

# Administrative Coordinator - Quincy, 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.

The Administrative Coordinator will be responsible for retail and seed accounting for the Columbia River Team and McGregor Seed.

## **Job Responsibilities:**

- *Customer service: pleasantly welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries*
- *Invoicing of product sales*
- *Inventory management*
- *Accounts payable records*
- *Responsible for placing product orders with suppliers*
- *Coordination of product distribution with trucking and other branches of the company*
- *Reporting*
- *Phone and radio communication*
- *General office administration*
- *Safety program administration*

## **Required Skills:**

- *Work experience in an accounting/bookkeeping position*
- *Strong computer skills required, including ability to learn accounting software specific to ag retail*
- *High School degree or equivalent*
- *Professional attitude and appearance with solid written and verbal communication skills*
- *Excellent organizational skills and ability to be resourceful and proactive when issues arise*
- *Knowledge of ag fertilizer/chemical business preferred*

## **Position Details:**

- *Full-time with additional hours during peak busy seasons*
- *Drug Free Workplace*
- *Full benefit package (medical, dental, vision, 401k, vacation, life insurance, + more)*

## **Wage:**

- *\$25.00 - 28.00 per hour, depending on experience and qualifications*



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**Application available on the Careers page at [www.mcgregor.com](http://www.mcgregor.com)**

**To apply send completed employment application to [hr@mcgregor.com](mailto:hr@mcgregor.com)**