



SMITH FERTILIZER & GRAIN

Location: Knoxville, Iowa

Company: Smith Fertilizer & Grain

Career Type: Professional

Job Type: Office Manager

Minimum Years Experience Required: AA in Accounting or 4 years related experience

Salary: Negotiable

Office Manager

Smith Fertilizer & Grain has an immediate opening for a full time Office Manager in their De-Icing Division.

Requirements:

- Associate Degree in Accounting or 4 years minimum experience
- Proficient with Microsoft Office, including Excel
- Detail oriented

Primary Duties:

- Accounting and dispatching from the Knoxville Office.
- Assist the agronomy department in the off season.

Competitive wage based on experience.

Send resume to max@sfgiowa.com, or apply in person.