

CHS SunPrairie is looking for a full-time **Office Assistant at our Mohall location**. Applicants must be able to make decisions and work independently as well as with a team. Applicant must be detail oriented, accurate and have excellent communication skills, both verbal and written.

**Office hours: 8 am – 5 pm, with extended hours during peak season**

**Position duties to include:**

- Handle customer phone calls, walk-in traffic and direct patrons to appropriate personnel.
- Set up customer prepay contracts, process invoices, transfer documents and perform data entry into proprietary company systems.
- Coordinate truck freight schedules, weigh fertilizer trucks and document information.
- Enter payroll hours.
- Handle direct payments, reconcile credit card receipts and prepare deposits.
- Maintain a full understanding of company products and services.
- Work with sensitive material and maintain a high level of confidentiality.
- Provide clear office communication with location managers, board members and patrons.
- Offer support to the credit department as needed.
- Assist in new employee orientation.
- Order office supplies and maintain a clean office.
- Perform other office duties as assigned.
- Work extended hours as needed to meet business demands.
- Travel occasionally.

**Basic qualifications (required):**

- Proficient in Microsoft Office Programs