



Agri-Flavors, Inc, is looking to hire a full-time Customer Service/Administrative Assistant ASAP.

We manufacture flavors and attractants for animal feeds. Started business in 1978. We ship throughout the United States. Deer attractants has become a large part of our business. It is very exciting! Hours are M-T: 8am-4:30pm & F: 8am-2pm. Benefits: BC/BS health, vision, & dental insurance, vacation, holiday, and sick time.

Responsibilities include: answering calls, learning the operation of the business in order to answer questions from customers, taking orders, order processing, shipping, data entry, filing and other office responsibilities. Ideal candidate must be detail oriented, skilled at multi-tasking, and a fast learner. Responsible person must show up to work as scheduled. Experience with Sage/Peachtree a plus, Proficient Microsoft Word and Microsoft Excel required. Creativeness to help with Facebook, website, and artwork a plus.

Pay: \$12.50 per hour.

Raises based on performance.

90 days probation period, benefits begin.

Please send resume to Sheila Atchley at Atchley@agriflavors.com.

No phone calls, please.