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## **Position: Office Manager**

**Company Philosophy – customers come first, as a company we strive to keep things simple, work lean/hard and keep all others accountable to our philosophy.**

### **Primary Duties:**

1. Front office reception for visitors and lead person to answer and route phone calls.
2. Leads in daily sample receiving, organization, scanning and labeling.
3. Conducts test distribution on corn samples.
4. Manages outbound shipping, monthly inventory of sample bags and labels.
5. Handles mail, routes invoices, deposits, client pre-payment samples and reports for CPA.
6. Assists customer service with new and existing clients on setting up accounts, submitting sample data and finding results.
7. Coordinates with CPA on accounts receivable and monthly Invoicing.

### **Other Duties:**

1. Works through established chain of command to assist in other areas.
2. Always lead by example by putting company systems first, teamwork always and promote a positive/responsible work habit among staff.
3. Assists Receiving and Test Distribution Manager with other assigned office duties as needed.

### **Required Skills /Experience:**

1. Biological Sciences degree or Associate Degree preferred. Word, Excel, and QuickBooks skills.
2. Team player with organization skills. Cross training within lab is part of introductory training.
4. Excellent multi-tasking, interpersonal and communication skills
5. Lifting up to 40 pounds.

**Work Status:** 12 months, some flexibility on summer hours.

**Compensation:** Based on Experience and Qualifications

**Succession:** If candidate handles initial duties, succession to more responsibilities is possible.

**Ownership:** Position Eligible for Performance Based Bonus and Shadow Stock Ownership Programs

**Reporting:** Receiving and Test Distribution Manager

**How to Apply:** Interested individuals should submit a letter of interest and resume to [Tim.Gutormson@SoDakLabs.com](mailto:Tim.Gutormson@SoDakLabs.com) or mail Tim Gutormson, 236 32<sup>nd</sup> Avenue, Brookings, SD 57006 by April 15, 2019. For more information about SoDak Labs, Inc. visit our website at [www.SoDakLabs.com](http://www.SoDakLabs.com).

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