



Office Manager

We are seeking a highly motivated, organized individual to serve as Office Manager for our umbrella of companies. Headquartered in Kinsley, KS, Blue Sky Crop Consulting provides detailed crop consulting services to producers in South Central and Southwest Kansas while Tri-County Seeds and Powercat Crop Protection provides seed, chemical and fertilizer sales throughout the state of Kansas.

The Office Manager will be responsible for all office functions including Accounts Receivable, Accounts Payable, Billing, Inventory, Generating Reports & Profit Margins, State Reporting, Recruiting at University Career Fairs, Personnel files, and other duties as deemed by management. Position will work Monday-Friday from 8:00 am – 5:00 pm although travel and overnight travel will be required.

Office Manager Requirements:

- Office management experience
- Excellent written and verbal communication skills
- Attention to detail and proven organizational skills
- Computer knowledge including Apple MacBooks, Numbers, Pages and Microsoft Office
- Desire to learn and help others
- Ability to operate with little supervision
- Outstanding work ethic
- Ability to operate a Forklift safely & efficiently (or willingness to learn)
- Basic knowledge of agricultural chemicals and seeds is a plus
- Overnight travel required (extensive in September and October)
- Valid U.S. drivers license with good driving record

Salary and Benefits:

- Salary range is \$40,000-\$45,000 annually
- 10 days vacation first year

For more information, visit our website at www.blueskycropconsulting.com or contact Amy Gerdes at 620-338-7593.

To apply, email cover letter and resume to agerdes@blueskycropconsulting.com.