



HOHL'S FARM SUPPLY, INC,
W11942 HWY 33
PORTAGE, WI 53901
608-356-3195

JOB DESCRIPTION: Assistant Manager

UPDATED: July22,2021

AREA OF RESPONSIBILITY: This person will work with customers' to help them choose the right feed, seed, fertilizers and chemicals for their situations. This position will also work closely with the Office Manager to direct all activities required for producing feed, seed and fertilizer at optimal cost, on schedule and within high quality criteria. Maintain successful interaction with transportation and ingredient suppliers to maintain the essential Nutrition/Quality Assurance as well as maintaining adequate stock at all times. Supervise clerical and maintain the staffing schedule. This position will back-up Management during absences and vacations.

QUALIFICATIONS: Must have a high school diploma or equivalent. The qualified candidate will possess business management and supervisory skills, as well as, basic knowledge of the farming industry. Good customer service, computer and math skills. Must be able to follow orders, policies and procedures, as well as contribute ideas for positive business growth. Be willing and able to accept duties as assigned. Must be detail oriented, self-motivated and dedicated to quality performance.

INFORMATION TECHNOLOGY: This position requires use of computer software applications and the ability to work with Microsoft Word & Excel. QuickBooks knowledge a plus, but will train the right candidate.

DRIVING REQUIREMENT: Valid Wisconsin Driver's License Preferred.

HOURS WORKED: Part to Full time position with some weekends required. Monday through Saturday hours, but must be flexible.

NOTICE OF STRICT REGULATION: Hohl's Farm Supply, Inc. is a Smoke-Free environment. Smoking is Not permitted on the premise, on or off duty.

RESPONSIBLE TO: Owner and Office Manager