



Timmons Feed & Farm Supply - 407 East Noble St. - Lebanon, IN 46052
(765) 482-1580
www.timmonsfeedandfarmsupply.com

Job Opportunity:

Full-time Office Manager

Job description:

- Full-time position in a fast-paced, family-owned feed mill.
- Office tasks: inventory tracking and management, customer service, customer account maintenance, receiving and placing orders, etc.
- Applicant must be willing to learn/use Quickbooks and Excel.
- Additional duties could include: social media updates, marketing strategies, loading customers, pick-up/delivery of inventory.

Our business:

- Family-owned business in Lebanon, IN.
- We manufacture and distribute a wide variety of livestock feeds and farm supplies.
- Our combination of high-quality products, focus on product availability, and constant attention to customer service have helped grow our business over the past 12 years.
- We believe that God has blessed us with this business. He gave us the opportunity and He has grown it. Our goal is to leverage these blessings to glorify Him and be a benefit to our family, our customers, and our community as a whole.

Ideal candidate:

- Hard-working, dependable, friendly, team player, eager to learn, self-motivated

To apply:

- Email resume to: office@timmonsfeedandfarmsupply.com