



Position Announcement: Office Administration / Customer Service

Suther Feeds is a trusted leader in livestock nutrition, serving ranchers and dealers across the Midwest and Southwest with high-quality feed solutions and exceptional customer service. As our operations continue to grow, we are seeking a detail-oriented and service-driven Office Administration / Customer Service professional to join our team at our **Clay Center, Kansas Plant**.

Role Overview

The Office Administration / Customer Service position supports daily administrative operations, customer communication, and office workflow. This role is essential to ensure accurate documentation, smooth internal processes, and a positive experience for customers, vendors, and team members. Successful candidates bring strong organizational skills, professionalism, and a commitment to accuracy in a fast-paced environment.

Key Responsibilities

- Provide front-line customer service via phone, email, and in-person interactions
 - Perform general office duties including filing, data entry, document preparation, and record maintenance
 - Support accounting and bookkeeping functions, including invoicing, account reconciliation, and transaction entry
 - Assist with order processing, customer inquiries, and product information requests
 - Maintain accurate and organized digital and physical records
 - Utilize Microsoft Office applications for reporting, communication, and documentation
 - Coordinate with internal teams to ensure timely and accurate information flow
 - Uphold confidentiality and professionalism in all interactions
 - Contribute to a positive, team-oriented office environment
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Qualifications

Required:

- Customer service experience (minimum 1 year preferred)
- Office or administrative experience (minimum 1 year preferred)
- Proficiency with Microsoft Office (Word, Excel, Outlook)
- Strong attention to detail and accuracy
- Ability to analyze information and solve problems in a fast-paced environment
- Excellent communication and interpersonal skills
- Highly organized, dependable, and self-motivated

Preferred:

- Accounting or bookkeeping experience
- Bachelor's degree in business, accounting, communications, or a related field

Soft Skills & Cultural Fit

- Commitment to accuracy, professionalism, and continuous improvement
 - Positive, solution-focused mindset
 - Strong organizational habits and time-management skills
 - Ability to work collaboratively and support team success
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Compensation & Benefits

- Hourly pay: **\$18.00–\$22.00**, depending on experience
- 401(k) company contribution after waiting period

- Health and dental insurance available
 - Company-provided life insurance
 - Paid Time Off Accrual
 - Full-time position, Monday–Friday, 8-hour shift
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Location: Clay Center, Ks

105 4th Street
Clay Center, KS 67432

How to Apply: Interested candidates are encouraged to submit a résumé including work references.

Contact:

Suther Feeds – Office Administration
Phone: 785-292-4414
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