

AG ADMINISTRATION

AgCareers.com developed career profiles for high demand jobs in the agricultural industry. These career profiles are a helpful resource for students and job seekers to explore new roles in the industry, as well as for career educators.

Administrative Assistant

JOB OVERVIEW

Handle organizational & clerical tasks for an organization or multiple people in an organization

Answer the telephone and take messages; greet & announce visitors

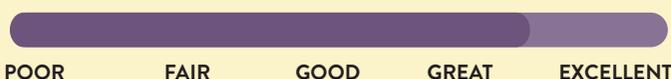
Maintain inventory of office supplies; reorder as needed

Assist with processing payroll

Coordinate mailings, shipping & receiving



JOB OUTLOOK



POOR FAIR GOOD GREAT EXCELLENT

EDUCATION NEEDED

High school diploma or GED required; Associate's degree in business administration preferred; strong computer skills needed

RECOMMENDED H.S. COURSES

Ag education, business and computer courses, mathematics, graphic design

TYPICAL EMPLOYERS

Organizations of all sizes employ administrative assistants

Data Processor

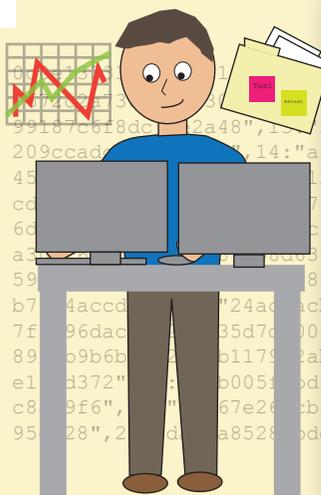
JOB OVERVIEW

Provide administrative support for the capture & transfer of information for storage, processing or transmitting

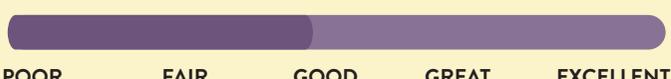
Operate personal computer equipment with Microsoft software applications

Input information such as reports, mailing lists, accounts, payrolls, staff records & scientific information

Report, retrieve, confirm & update data that has been stored



JOB OUTLOOK



POOR FAIR GOOD GREAT EXCELLENT

EDUCATION NEEDED

High school diploma or GED; excellent computer skills; 10 key data entry

RECOMMENDED H.S. COURSES

Ag education, business & computer courses, mathematics

TYPICAL EMPLOYERS

Companies that sell or have in inventory large quantities such as food packing plants and animal production companies

Office Manager

JOB OVERVIEW

Handle administrative & customer service duties within an office setting

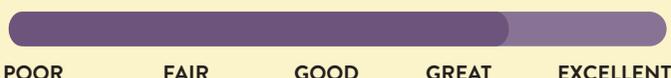
Manage data entry & inventory; manage accounts receivables & setup new buyers

Process timesheets for hourly workers & assist in new hire paperwork

Generate & review customer checks and buyer invoices; prepare bookkeeping packets



JOB OUTLOOK



POOR FAIR GOOD GREAT EXCELLENT

EDUCATION NEEDED

A high school diploma or GED is required; Associate's degree in business administration or accounting preferred

RECOMMENDED H.S. COURSES

Ag education, business and computer courses, mathematics, personal finance

TYPICAL EMPLOYERS

Small to large companies or organizations, farms, government agencies, cooperatives, mills & universities

Receptionist

JOB OVERVIEW

Greet customers & visitors and attend to inquiries made by customers or company staff

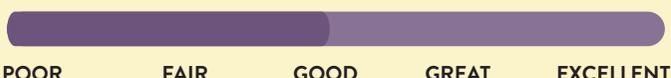
Receive & relay all incoming calls & take messages

Arrange appointments for callers and maintain company staff calendars

Assist with clerical work including copying, typing, receiving payments & managing office inventory



JOB OUTLOOK



POOR FAIR GOOD GREAT EXCELLENT

EDUCATION NEEDED

Associate's degree in business administration preferred

RECOMMENDED H.S. COURSES

Ag education, English, computer and business courses, mathematics, accounting

TYPICAL EMPLOYERS

Essentially any type of company or organization both large and small in agriculture

PROFESSIONALS IN ADMINISTRATIVE AGRICULTURE CAN EXPECT TO EARN AN AVERAGE OF \$35,000 PER YEAR