

# 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