



POSITION AVAILABLE

ADMINISTRATIVE ASSISTANT

At Archbold's Buck Island Ranch, Lake Placid, Florida

We are seeking an individual to manage the daily administrative and accounting needs for Archbold's Buck Island Ranch (BIR), a working cattle ranch. This position also provides some data management support (entering and checking data) for cattle operations. This position provides administrative services for operations and research at the Ranch and must interact and coordinate with members of staff at the Ranch and the Station.

Duties Include:

- Serving as liaison between Ranch Operations staff, BIR Research staff, Archbold staff, visiting researchers, collaborating agencies and organizations, and the public.
- Assisting in the development, coordination, and material preparation/proofing for special Ranch reports/projects for the Ranch Manager and Research Director.
- Processing all purchase requests for Operations and Research including coding and submitting receipts and invoices.
- Providing support to Data Management team on ranch operations data to relational databases. This includes working with Operations staff to enter data in the cattle and pasture databases as well as performing the quality assurance/quality check of this data.

Candidates should have:

- Associate degree in agriculture, agro-ecology, environmental science or related field preferred.
- Two or more years of appropriate experience and/or training, in finances, administration, and /or data management. Some knowledge of agricultural businesses an advantage.
- Strong computer skills including MS Office (Outlook, Word and Excel).
- Possession of strong organizational skills, critical thinking skills and ability to multi-task
- Ability to work independently on assigned tasks with accuracy and attention to detail while establishing priorities and meeting deadlines
- Good interpersonal skills and ability to communicate and work with others

Benefits include:

- Competitive salary (depending on experience)
- Paid vacation, sick leave and holidays
- Health, dental, vision, life and long-term disability insurance effective immediately
- Retirement plan with matching employer contributions after one year

To apply, please submit a cover letter, resume, and three professional references to hr@archbold-station.org . Review of applicants will begin immediately and continue until filled.