



## Office Manager

Role: Part-time employment to perform a variety of routine clerical, reception, and office support functions. May have other related duties as requested.

Employer: Iroquois Valley Farms, LLC. Iroquois Valley Farms is a restorative farmland finance company working with organic farmers to provide long-term land access.

Hours per Week: approximately 10 - 12 hours

Days per Week: 2 - 3 days

Wage: \$14.00 - \$18.00 based on experience and skill level

Schedule: Flexible schedule to be mutually agreed upon

### Job Functions:

- Maintain paper and electronic records
- Answering the phone
- Compiling materials for conferences and events
- Sorting office and PO box mail; scanning and sending on to correct staff member
- Depositing checks at bank
- Data entry
- Providing selective assistant duties for other employees including calendar management, booking travel, and research projects
- Others as needed within scope of role

### Experience and Skills:

- Associates or Bachelor degree in progress or completed. Will also consider applicants with sufficient training to meet the requirements of the position.
- Knowledge of and experience with basic Microsoft Office programs and Google Suite
- Highly organized person capable of managing several tasks over the course of a day
- Comfort in using standard office equipment
- Ability to maintain an organized record keeping process for paper documents
- Use proper telephone etiquette and interact in professional courteous manner
- Mission & sustainability alignment with corporate principles
- Experience with Human Resource activities a plus

Opportunities for this position to grow into a full time Office Administrator and Executive Assistant over the course of 18 - 36 months for the right person.

Interested applicants are encouraged to send their resume and cover letter to Claire Mesesan at [cmesesan@iroquoisvalleyfarms.com](mailto:cmesesan@iroquoisvalleyfarms.com).