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# Montana Valley Irrigation

## Office Administrator

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### Job Information

Full-time                                      \$20+/hr DOE                                      On the job training

Great Falls, MT                                      Full Benefit package & PTO available


### Duties

- Perform light bookkeeping duties including accounts payable/receivable and financial reporting
- Answer incoming phone calls and emails, providing excellent customer service
- Manage office operations and organization, including ordering supplies and running errands
- Assist the parts department with inventory management and customer interactions
- Complete a variety of administrative tasks to support the overall business

### Qualifications

- 1-3 years of experience in an office administrative or customer service role, accounting experience preferred -
- Strong written and verbal communication skills -
- Proficiency with office software such as Quickbooks (training available upon request) -
- Excellent organizational, multitasking, and problem-solving abilities -
- Positive, friendly attitude and willingness to pitch in where needed

This job description is intended to provide a general overview of the position. Duties, responsibilities, and requirements may be subject to change based on organizational needs. This is a flexible position that can be catered to meet the needs of both the employer and employee and will vary based on applicant's skills and qualifications.



Montana Valley Irrigation is an Equal Opportunity Employer. Please submit your resume to [helen@montanavalleyirrigation.com](mailto:helen@montanavalleyirrigation.com) for consideration. We look forward to reviewing your qualifications.