

ADMINISTRATIVE ASSISTANT

The Dairy Farmers of Wisconsin (DFW) is looking for an experienced Administrative Assistant who has great customer service skills, is energetic and a multi-tasker! This position will provide coverage for the front desk and administrative support to multiple departments.

About the Dairy Farmers of Wisconsin (DFW): We are a non-profit organization fully funded by the dairy farmers of Wisconsin. Our mission is to help Wisconsin's dairy farm families thrive by building demand for products made in Wisconsin with Wisconsin milk ... like specialty cheese. Wisconsin cheese runs through our veins!

About the Role: This position is responsible for

- Greeting and directing all visitors including vendors, clients and customers
- Answering inbound phone calls and transferring to the appropriate party
- Preparing purchase orders and assisting with scanning of accounts payable records
- Creating, maintaining, and entering information into databases
- Gather data and create PowerPoint presentations for various meetings
- Assisting with conference and expo logistics
- Ordering office and breakroom supplies

About You: Must have a high school diploma or equivalent and 3 years of experience as an Administrative Assistant/Receptionist. You have strong communication, organization, attention to detail and multi-tasking skills. Experience with databases such as Dynamic GP & CRM, and/or other supplier databases is preferred. Must be proficient with the Microsoft Office Suite of products. Authorization to work in the United States without sponsorship. Bonus points if you love cheese!

About the Job and Benefits: This position is located in Madison, Wisconsin. Hours are Monday-Friday 8am-4:30pm. Compensation consists of a competitive salary and benefits package that includes a company-funded 401(k) plan as well as jeans-casual office attire and summer hours.

Further information on this position can be found on the DFW website www.wisconsinmilk.com/careers EOE M/F/D/V

Please send your resume and salary requirements to:

Human Resources
Dairy Farmers of Wisconsin
humanresource@WisconsinDairy.org