



## LMF BRAND ASSISTANT

LMF Horse Feeds • Spokane Valley, WA



LMF Feeds, a premium feed brand located in Spokane Valley, WA, specializes in horse feed and supplements as well as poultry and other backyard animals. LMF Feed is distributed to eight Western states as well as multiple customers overseas. LMF is served by two mills that manufacture their feed – AFCO Distribution & Milling in Spokane, WA and Farmers Warehouse in Keyes, CA. LMF Feeds, Inc. takes great pride in offering excellent products at competitive prices with our benchmark customer service.

The Company is in search of a part-time LMF brand assistant to assist in day-to-day brand activities, including inputting and invoicing orders, coordinating product shipments, assisting with export order coordination, interacting with product end users on the phone, internet and email, and assisting with social media presence on multiple platforms. This role's primary responsibility is to support the LMF brand with a very high level of accuracy and effectiveness. This position is clerical in nature and requires a high level of accuracy in both typing and 10-key data entry.

### RESPONSIBILITIES AND DUTIES

- Places and answers timely calls to customers, accepts orders and completes work showing an attention to detail and pursuing quality in accomplishing tasks. Performs tasks with care and checks work to ensure accuracy and completeness. Compares finished work to what is expected to find inconsistencies.
- Correctly enters and documents customer orders on point-of-sale system. Identifies key facts in routine orders and evaluates when information appears incorrectly or needs verification, and takes appropriate actions. Strives for 100% accuracy.
- Encourages additional sales to increase the value of each order placed
- Builds and maintains a constructive and positive working relationship with both customers and coworkers to ensure high satisfaction with the products and services offered by the Company
- Handles issues effectively with excellent problem solving skills
- Manages own time, priorities and resources to achieve work goals
- Focuses on results and desired outcomes and how best to achieve them
- Demonstrates proficiency in social media platforms, including writing and scheduling posts, and handling consumer interactions via social media channels
- Exhibits an ability to get along with others
- Practices punctual and reliable attendance
- Performs other duties as assigned

### JOB REQUIREMENTS

- High school diploma (or equivalent), or any combination of education, training, or experience that provides the required knowledge, skills, and abilities with an emphasis on accuracy and attention to detail
- Strong organizational, multi-tasking, problem solving and analytical skills.
- Possess a valid driver license and safe driving record
- Must pass background check and pre-employment drug screen as a condition of employment
- Ability to effectively communicate both verbally and in writing with co-workers and customers
- Commitment to excellence and high standards especially in regard to customer service
- Display proficiency with Windows based computer software, including (but not limited to) Microsoft Excel, Word, PowerPoint and Outlook
- Proven track record of being dependable and reliable

- Able to type 60 wpm and operate a 10-key accurately
- Lift, carry and load 30 pound weight requirements
- Professional appearance and demeanor

### PREFERRED QUALIFICATIONS

- Product knowledge in one or more of the following areas: feed, seed, pet food & supplies, hardware, fencing, animal health, or tack
- Experience with basic graphic design a plus
- Equine or other animal and/or agricultural background

### HOURS / DAYS / SCHEDULE

This is a part time position (schedule may vary), 20 hours per week, normally scheduled for Monday - Friday.

### SALARY / WAGE / BENEFITS

A wage will be discussed during the interview process. In addition to generous employee discounts with AFCO Distribution and the company's retail division, The Country Store, the company offers 401(k) and medical benefits to part time employees upon meeting eligibility requirements.

### TO APPLY

Submit completed Applications for Employment to one of the following:

**Mail:** AFCO Distribution & Milling  
Human Resources  
11016 E. Montgomery Dr.  
Spokane, WA 99206

**Fax:** (509) 455-5635

**Email:** [HR@afcodistribution.com](mailto:HR@afcodistribution.com) (reference "LMF Brand Assistant" in subject field)

Internal applicants may submit a letter of consideration in lieu of an application for employment.

