

## **Administrative Assistant**

Located in the heart of Southwest Kansas, **Cattle Empire, LLC**, is one of the largest family owned commercial cattle feeding operations in the United States. We are seeking the right individual to become a member of our team, one that will consistently deliver the best first impression for Cattle Empire. The requirements of this position include (but are not limited to), developing and maintaining a positive working relationship with vendors and other team members; managing cattle data and reporting along with some accounting type functions such as management of promissory notes and accounts payable and receivable for cattle.

A High School Diploma or equivalent, at least one year customer service experience and 10-key by touch is required. It is helpful to have experience with banking functions related to promissory notes and accounts receivable/payable.

Join the Cattle Empire team. We offer a competitive salary and benefits including a 401k plan in which matching dollars assist in providing an excellent retirement addition to anyone's future plans.

To apply in person (call 620 649-2235 for directions) or send resume to:

Director of Human Resources  
Cattle Empire, LLC  
1174 Empire Cr.  
Satanta, KS 67870, or  
hr@cattle-empire.net

Equal opportunity employers. M/F/D/V

