

Now Hiring: Office Specialist

Midway Farm Equipment, Inc. | Mountain Lake, MN

Position: Full-Time, Permanent

Join Our Team at Midway Farm Equipment!

Midway Farm Equipment is a locally owned, family-operated dealership with 94 years of experience serving our customers. We take pride in providing solutions for our customers and creating a supportive, team-oriented work environment.

We are looking for a friendly, organized, and motivated Office Specialist to join our team in Mountain Lake, MN. This is a great opportunity for someone who enjoys variety in their work and wants to be involved in several areas of the business, including administration, human resources, accounting, and marketing.

If you are a detail-oriented individual who enjoys staying busy, working with people, and taking on new challenges, we'd love to hear from you!

What You'll Do

- **Reception & Customer Service:** Answer, screen, and direct incoming phone calls while providing friendly, professional customer service.
- **Payroll & Accounting:** Gather, verify, and enter biweekly payroll information, assist with bookkeeping and data entry, process customer payments, and balance daily receipts.
- **Human Resources:** Coordinate recruiting efforts, including posting job openings, screening resumes, and communicating with candidates. Assist with employee onboarding and benefits administration.
- **Marketing & Communications:** Help create and distribute marketing materials, manage and update the company Facebook page and other social media, maintain the company website, and process marketing co-op reimbursement requests.
- **Equipment Administration:** Prepare and send purchase orders (POs) to customers for signature, and follow up as needed to ensure completed paperwork is returned. Register warranties for equipment sold, ensuring all information is accurate and submitted in a timely manner. Track and manage pool credits on equipment.
- **Office & Event Coordination:** Manage office supply orders and help organize company events, employee activities, meetings, and promotional events.
- **General Administration:** Assist with a variety of office duties and special projects as needed.

What We're Looking For

- Experience in a professional office environment; administrative, reception, or HR experience is preferred.
- Strong customer service and communication skills.
- Excellent organizational skills and attention to detail.
- Ability to multitask, prioritize, and stay organized in a fast-paced environment.
- A positive, professional attitude and willingness to learn.
- Flexibility to work extended hours when needed.
- A desire to grow professionally and build a long-term career.

What We Offer

At Midway Farm Equipment, we believe our employees are an important part of our success. We offer competitive wages and a comprehensive benefits package, including:

- Medical insurance – Employer paid
- Life insurance – Employer paid
- Paid time off (PTO)
- Paid holidays
- Retirement plan with employer match
- Company discount
- Opportunities for professional and personal development

We are committed to helping our employees grow, develop their skills, and reach their full potential.

Ready to Join Our Team?

If you're looking for a position with variety, responsibility, and opportunities to grow, we'd love to hear from you!

Apply online: www.midwayfarmequip.com

Or email your resume and cover letter to:
chelsie.carlson@midwayfarmequip.com

Midway Farm Equipment, Inc. — Proudly serving our customers for 94 years!