



Hidden Creek Farm LLC (HCF) has an opening for a 24-32 hour/week mid-level Administrative Office Assistant to support fast-growing agricultural business with dynamic Team and CEO. This position is located in Delaplane, VA and is available immediately. Candidate must have graduated from high school, or hold a GED, speak fluent English, and have at least 2 years of experience as an Office/Admin Assistant. Spanish as a second language appreciated. Graduation with a more advanced degree is valued.

The successful candidate will be highly organized and detail oriented, possess strong communication skills, enjoy interacting with both internal and external customers in person, and on email and telephone, be personable and outgoing, and be able to gather and analyze information, and then collect and present that information in accessible and usable formats, such as spreadsheets, manuals, diagrams, newsletter, flyers, and reports.

Required skills:

- Highly proficient in computer skills (Microsoft Office at minimum, Canva, Hubspot, Wordpress, etc.) Certified Microsoft Office Specialist preferred.
- Highly proficient in using Apple platform and data entry
- Exceptional phone and customer interface skills
- Ability to operate general office equipment and maintain common areas in office
- Excellent ability to prioritize, plan, coordinate, and organize projects and events
- Commitment to detail and completing projects on time and with care.
- Comfortable working independently or with other Team members
- Commitment to initiating and completing both routine and novel tasks
- Excellent oral and written communication skills
- Proficient at social media, website update, newsletter, and other media outreach
- Experience in invoicing. Familiarity with Square, Stripe, WuCommerce useful.
- Self-Starter with good interpersonal Team skills.
- Sense of humor essential

Anticipated weekly workdays/hours:

Tues – Friday. 8:30/9:00 to 2:30/4:00 preferred

Some flexibility around ‘parent hours’ possible to accommodate personal commitments

Salary:

Starting \$17-20/hour, Market-competitive and experience dependent.

Candidates with higher level of experience and salary qualifications are encouraged to apply.

HCF is a tobacco-free and substance-free farm. Smoking, vaping, tobacco product use, and drugs, including cannabis/ CBT, are not permitted anywhere on HCF and may not impact work.

HCF is a commercial working farm, and unfortunately our infrastructure is not set up to accommodate differently-abled applicants. Candidate will need to be mobile, able to assist in lifting and moving heavier items from time to time, and to interact with farm animals, sometime on daily basis. Love of, and comfort around, large dogs and other critters is essential.

Please email resume and request for interview to:

customercare@hiddencreekfarmllc.com, subject line Admin/Office Assistant Application