



OFFICE COORDINATOR JOB DESCRIPTION

Apricot Lane Farms is a 214-acre Organic, Biodynamic, Regenerative Organic and Humane Certified farm. We are looking for an experienced and professional Office Coordinator. The Office Coordinator will be responsible for the farm's administrative needs described below. The Office Coordinator will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business activities.

Job Responsibilities

- Administrative Tasks
- Data entry
- Purchasing of office and farm supplies
- Support yearly agriculture report filings
- Responsible for yearly Ag certifications including but not limited to: ROC, CCOF, Demeter, QCS, Certified Humane, Ventura County Ag Commission and CalAg permits.
- IT Support for other employees – must be able to set up equipment and subscription-based software
- Other tasks as requested

Requirements & Qualifications

- Excellent organizational and communication skills - both written and verbal
- Ability to carry out administrative duties with accuracy and speed
- Ability to work well independently, as well as part of a team
- Service-minded, can-do attitude, is a must
- Ability to think creatively and independently solve problems
- Strong data entry skills
- Confident using Apple and PC products
- Tech savvy
- Proficiency in Microsoft Office 365, G Suite, Adobe Premier Pro and Slack
- Ability to lift at least 35 lbs.
- Must be able to occasionally work evenings or weekends should the need arise
- Must have a valid CA driver's license with clean driving record
- Must be able to pass a background check
- Bachelor's degree preferred, but not required
- Bilingual (English/ Spanish) preferred but not required
- An interest in nature, the environment or regenerative farming is a plus.

Compensation & Benefits

Excellent Health Benefits (Medical, Vision, Dental), 401K, Flexible Spending Account, Paid Sick Leave, Paid Holidays, Paid Vacation and Employee Discounts