



Are you an experienced office manager or executive admin interested in being part of an international company that feeds the world? If providing hands-on administrative support to executives and running an office while being part of the team that handles all of the company's marketing activities energizes you, consider joining our team!

We are looking for someone who matches our vision and values AND can offer superior administrative and support skills as a key player on our team. In this crucial role, you will work alongside genuine, hard-working professionals to fulfill our mission. We are a successful privately-held company who offers meaningful career experiences, and recognizes team members' hard work with great, creative rewards.

In this role, you will be based at our West Des Moines, IA location and will serve as our **International Support Specialist** (Executive Admin / Office Manager) for **Hy-Line International**. While reporting to the Director of Marketing, your focus will include administrative and project support of the sales, marketing and technical service departments and executive staff, plus office management for our West Des Moines corporate office. In this critical role, you will work with a diverse and multi-national Hy-Line team members around the world to meet departmental and company goals.

We're seeking candidates with a Bachelor's degree in a business or marketing-related major who have a minimum of 5 years of progressive experience in administrative roles with demonstrated success. Maintaining a customer service focus while having the ability to work in a fast-paced, dynamic, multi-location environment is required. A proactive mindset, strong organizational, prioritization, and computer skills, and the ability to work with people at all levels within the organization around the world are a must. We strongly prefer candidates who understand what needs to be done as much as getting it done. Candidates with a proactive "doer" mindset and written and verbal Spanish skills will be given preference. We value growth potential and fit as much as formal experience and education. Experience with Microsoft products and in agriculture industry are preferred but not required.

Apply today by emailing your cover letter and resume to HR@hyline.com. We're anxious to learn more about you and share the Hy-Line story!

Hy-Line provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Hy-Line complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.