Duration: 6 month project position beginning in June.

**Position Summary**

This position will provide administrative and general office support to the Ag Division of MacAllister in Indianapolis. This includes but not limited to filing, data entry, handling mail and other sensitive documents, copying documents, answering phones, reconciling statements, scheduling meetings, coordinating and attending farm shows in Indiana. Also other duties as assigned.

**Position Duties/Responsibilities**

**Primary Responsibilities:**

- Performs administrative tasks such as filing, scanning of documents, statement reconciliation, and other administrative task for Ag Sales team
- Perform reception duties and responsibilities during breaks, absences, and vacations
  - Assists department with communications projects including presentations and a variety of written materials.
- Coordinate and schedule meetings, both personal and professional
- Assist with additional projects and work to ensure deadlines are met; trade show planning, create marketing materials
- Handles mailings as assigned

Summer Temme Carlton *PHR*  
*Supervisor – Corporate Recruiting*  
MacAllister Machinery Co. Inc.  
6300 Southeastern Avenue  
Indianapolis, IN 46203  
317-860-3349   fax 317-608-6947  
summertemme@Macallister.com  
http://www.macallister.com/about/careers/