

Office & Accounting Assistant (Agriculture & Equipment Auctions)

Sealy, Texas | Full-Time | On-Site

Switzer Land and Auction is seeking a reliable, detail-oriented Office Assistant to support daily office operations. The ideal candidate is a self-starter with QuickBooks experience, Auction software and preferably with a rural, agricultural, and equipment industry background.

Responsibilities

- General office duties, data entry, filing, and customer service
- Create and manage documents in Microsoft Word and Excel
- Accounts payable/receivable and bookkeeping in QuickBooks
- Assist with auction setup, registration, and post-sale documentation
- Communicate with customers, vendors, and team members
- Support office, marketing, and logistics functions as needed

Qualifications

- 2+ years of administrative experience
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Experience with QuickBooks required
- Rural, agricultural, or equipment industry experience preferred
- Strong organization, communication, and multitasking skills
- Ability to work independently with minimal supervision
- High attention to detail and accuracy

How to Apply

Please send your resume and brief cover letter to **mark@switzerauction.net**