OFFICE ASSOCIATE

About V8 Ranch: We're a busy, multi-generational cattle ranch with a thriving online store. Our team values hard work, organization, and genuine hospitality — in everything from ranch operations to serving customers online and in person.

This part-time position offers flexibility but carries key responsibilities. You'll be trusted to manage daily tasks that keep our business running smoothly. Dependability and consistency are essential. For the right person, this role has the potential to grow into a full-time, salaried position.

You Have:

- Strong computer skills, especially with Google Workspace and Dropbox
- Aptitude for e-commerce and technology (Shopify experience a plus)
- Excellent customer service and communication skills
- Strong organizational and problem-solving abilities
- Flexible, patient, and professional under pressure, with a consistently positive attitude
- Personal accountability with strong follow-through and attention to detail
- Ability to handle confidential information discreetly
- Valid driver's license, reliable transportation, and good driving record
- Ability to lift up to 20 pounds and sit at a desk for extended periods

About the Perks:

- $14 per hour
- 20 to 25 hours per week
- Flexible schedule (occasional extended hours during events such as the Houston Livestock Show)
- Bi-weekly pay based on hours worked
- Reimbursed gas mileage
- You'll play a key supporting role in the daily operations of our office and online store, focusing on the behind-the-scenes details that make everything run seamlessly. You'll work closely with the office manager and ranch team to ensure all tasks are completed efficiently, accurately, and with care.

Responsibilities include:

- Managing online store retail inventory
- Packaging and shipping online retail orders promptly and properly
- Maintaining stock of packing and shipping materials
- Assisting with pop-up shops — setting up displays, preparing merchandise for tour groups, and organizing items afterward
- Helping plan and execute special events, parties, and meetings
- Overseeing and maintaining the ranch's online and digital filing systems, including document organization, scanning, bookkeeping records, and backups
- Transcribing ranch handwritten records into digital versions weekly

- Preparing gifts for customers and helping craft memorable experiences
- Stocking the office with hospitality items and keeping it organized
- Overseeing cleaning staff and restocking the ranch guest house
- Coordinating staff lunches (approximately six times per year)
- Running errands to support ranch staff and guests (vet clinic, feed store, etc.)
- Contributing to the team's efforts by accomplishing additional tasks as needed

How to Apply: Send an email with your cover letter, resume, and at least two references to caydi@v8ranch.com. Position is available immediately.

OFFICE ASSOCIATE (Part-Time)

Location: Boling, Texas
Pay: $14/hour | 20–25 hours per week

About V8 Ranch:

We're a busy, multi-generational cattle ranch with a thriving online store. Our team values hard work, organization, and genuine hospitality — from daily ranch operations to serving customers online and in person.

About the Role:

This part-time position offers flexibility, but it carries key responsibilities. You'll handle daily office and online store tasks that keep the ranch running smoothly — managing inventory, fulfilling orders, assisting with events, and keeping our workspace organized. Dependability and consistency are non-negotiable. For the right person, this role could grow into a full-time, salaried position.

You'll Succeed Here If You:

- Are dependable, organized, and detail-oriented
- Have strong computer skills (Google Workspace, Dropbox; Shopify a plus)
- Communicate clearly and professionally
- Are flexible, patient, and positive under pressure
- Take ownership and follow through on every task

Perks:

- $14/hour
- 20–25 hours per week with flexible scheduling
- Mileage reimbursement
- Opportunity for growth into a full-time, salaried role

How to Apply:

Send your **resume, cover letter, and two references** to **caydi@v8ranch.com**. Position available immediately.