PART-TIME OFFICE & RANCH SUPPORT ASSISTANT
V8 Ranch | Boling, Texas
$17/hour | Approximately 20 hours per week | In person

V8 Ranch is a family-owned cattle ranch with a small crew and a casual office setting. We're looking for an organized, dependable person who enjoys helping others and handling a variety of everyday tasks.

You'll support staff members across the ranch, helping with records, online store orders, errands, supplies, and hospitality. Requests come from several team members, and every day is different. The pace can be quick, but the atmosphere is friendly, informal, and generally low-stress.

This is an ongoing part-time position. **Cattle knowledge is not required. We'll teach you our ranch recordkeeping system.**

Schedule

- Approximately 20 hours per week. We prefer shorter shifts Monday through Friday, but will consider schedules spread over a minimum of three weekdays.
- Regular weekday hours fall between 8:00 a.m. and 5:00 p.m.
- Schedules are agreed upon monthly, with flexibility to coordinate hours in advance. We count on you to work your agreed schedule and communicate promptly if something changes.
- Occasional Saturday help may be needed for ranch sales and events, approximately five times per year.
- During one week in March, you may be needed on-site at the Houston Livestock Show for extended workdays. All hours worked are paid. Overnight accommodations will be provided if you prefer to stay in Houston rather than commute.

What You'll Do

- Help staff members across the ranch with daily requests and ongoing projects.
- Enter and update ranch records. A substantial part of the job involves accurate data entry.
- Scan, name, save, and organize documents so records are easy to find.
- Process, pack, and ship online store orders.
- Receive merchandise, update inventory, and organize products and shipping supplies.
- Handle written customer communication clearly and courteously. Answering phones is not required.
- Run daily work-related errands using your personal vehicle, including post office and shipping runs, veterinary clinic pickups, supply shopping, and picking up meals for staff working through lunch.
- Keep office drinks, snacks, toiletries, and other supplies stocked.

- Stock guest house snacks and refrigerator items, and clean out the refrigerator before each guest's arrival.
- Coordinate guest house cleaning and linen changes with the ranch's cleaning staff.
- Help prepare for ranch sales and events and welcome visitors.
- Keep office and packing areas tidy and organized.

You'll Be a Good Fit If You

- Enjoy being helpful and working with a small team.
- Are dependable and communicate clearly.
- Keep track of requests from multiple people and speak up when priorities overlap.
- Work accurately and have the patience for detailed, repetitive tasks.
- Follow through on recurring responsibilities without repeated reminders.
- Write clearly, with good spelling and grammar.
- Are comfortable using computers, email, and online systems. Google Workspace and Dropbox experience is helpful; Shopify experience is a plus.
- Can shift between computer work, packing orders, stocking supplies, and errands as needs change.
- Have a valid driver's license and a reliable personal vehicle for daily work-related errands.
- Can occasionally lift and move merchandise boxes weighing less than 40 pounds.

Previous office, data entry, retail, inventory, or order fulfillment experience is helpful.

Pay and Benefits

- $17 per hour.
- Part-time schedule coordinated monthly.
- Mileage reimbursement for work-related ranch errands using your personal vehicle.
- Overnight accommodations provided during Houston Livestock Show work, if you choose to stay overnight.

How to Apply

Email your résumé to caydi@v8ranch.com, along with a brief introduction describing your relevant experience and the days and hours you are available. References will be requested from finalists.

Work location: 2121 FM 2817, Boling, TX 77420. This position requires working on-site, with occasional work at the Houston Livestock Show as described above.

Job type: Part-time.