

# Linn Cooperative Oil Company

Invites applications for the position of:

## Counter Sales

**LOCATION:** Marion, IA

**JOB TYPE:** Part-time

### **DESCRIPTION:**

Performs a variety of customer service duties; including answering phones, greeting and assisting customers, filling propane tanks and some general sales. Performs related work as required.

#### Position Schedule:

Monday-Friday: 4:00 p.m. – 7:00 p.m.

Saturday: 6:00 a.m. – 12:00 p.m.

Work schedule will be every other day during the week and every other Saturday after the training period is complete.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Answer phones;
- Greet and assist customers;
- Fill LP tanks – gas grill tanks, camper tanks, forklift tanks, etc.
- Operate the computer for sales and invoices;
- Filing paperwork;
- Running the gas pumps;
- Cleaning;
- Close the station down at night.

### **REQUIRED KNOWLEDGE AND ABILITIES:**

- Ability to communicate effectively and maintain working relationships with other Coop employees, supervisory personnel and customers;
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
- Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
- Ability to work cooperatively to accomplish job responsibilities;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information.

## ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from High School or GED, preferred;

## SPECIAL CONDITIONS OF EMPLOYMENT:

- Heavy lifting requirements – 50 pounds;
- Must be 17 years or older;
- Must pass a background and drug and alcohol screen.

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Applications/resumes may be emailed to:  
[dsackett@linncoop.com](mailto:dsackett@linncoop.com)

Position: Counter Sales  
Location: Marion

OR

Dropped off at our office;  
375 35<sup>th</sup> Street  
Marion, IA 52302  
319-377-7351

