

Linn Cooperative Oil Company

Invites applications for the position of:

Counter Sales

LOCATION: Newhall, IA

JOB TYPE: Full-time

DESCRIPTION:

Performs a variety of general office, customer service, clerical, technical and related administrative support duties; performs related work as required.

Position Schedule: Monday-Friday, 7:00 a.m. – 4:00 p.m. Some overtime and weekends will be required during the spring and fall seasons.

EXAMPLES OF ESSENTIAL DUTIES:

- Answering phones and assisting customers;
- Customer service for payments, agronomy sales, invoicing products, and directing customers to the correct person;
- Filing invoices, receipts, registers, etc;
- Dispatching orders to fuel drivers;
- Assist with propane contracts;
- Assist with grain merchandising as needed;
- General cleaning and organization of lobby and workspace.

REQUIRED KNOWLEDGE AND ABILITIES:

- Thorough knowledge of modern office procedures, practices and equipment;
- Ability to communicate effectively and maintain working relationships with other Coop employees, supervisory personnel and the public;
- 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;
- Experience in the performance of clerical and secretarial duties preferred;
- A background in agriculture is preferred, but not required.

SPECIAL CONDITIONS OF EMPLOYMENT:

- Light Lifting Requirements – 20 pounds

Applications/resumes may be emailed to:
mbecker@linncoop.com

Position: Counter Sales
Location: Newhall

OR

Dropped off at our office;
2851 71st St
Newhall, IA 52315
319-223-5191

