



POSITION: Counter Person (Retail Store, Retail Feed, Grain, Agronomy)

BASIC PURPOSE AND OBJECTIVE:

This person will primarily work the front counter assisting with the daily responsibilities outlined below:

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Projects a positive attitude to customers and employees at all times.
- Provides outstanding and courteous customer service.
- Daily cash management and customer account activities.
- Answering of multi-line telephone, appropriately transferring calls.
- Scale operations, weighing trucks and grain grading.
- Product bill of lading receivables.
- Other accounting duties and general office tasks.
- Assists in warehouse.
- Read and follow company employee policies.
- Performs other duties as directed by Location Manager.

QUALIFICATIONS & SKILLS:

- High school diploma or general education degree (GED)
- Must be able to manage time effectively.
- Possess good written and oral communication skills.
- Agricultural background preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Irregular work hours as need arises.
- While performing the duties of this job, the employee is required to walk or stand to a significant degree, and/or sit frequently.
- The employee must occasionally lift and/or move up to 50 pounds and be able to climb a ladder with a ten-foot height minimum.