

Grain/Agronomy Associate (inside counter)

Location: Luckey Farmers, Lindsey Branch, Lindsey, Ohio

This position performs receptionist and administrative functions including greeting customers, answering phones, grading grain, providing billing assistance and maintaining a tidy work environment. This position will also be cross trained as needed and may perform grain or agronomy related labor duties when assigned during peak seasons.

GENERAL DESCRIPTION

- Greets and welcomes visitors in a professional manner
- Assists with billing
- Grades grain
- Weighs trucks in and out of the facility
- Answers telephones promptly in a courteous and professional manner, providing exceptional customer service
- Distributes mail
- Supports the Agronomy/Grain team

GENERAL ACCOUNTABILITIES

- Strong attention to detail
- Excellent verbal and written communication skills
- Excellent MS Word, Excel, Internet, 10-key and typing skills
- Outstanding multi-tasking and prioritization skills
- Proven ability to provide excellent customer service to internal and external customers
- Ability to work independently and as a contributing team member
- Strong listening skills

OTHER JOB FUNCTIONS

- Follows Environmental Health and Safety, OSHA and DOT policies and procedures, as they apply.
- Supports and contributes to total company goals and objectives through collaboration efforts.
- A positive and optimistic approach to your work.
- Ability to pay attention to details.
- Other duties as assigned.

WORK ENVIRONMENT ACCOUNTABILITES

- Seasonal weather conditions (hot, cold, wet, snow, ice, etc.).
- Noisy conditions.

- Working conditions may include dust, fumes, chemicals, and electrical hazards with appropriate safety measures.
- May be required to work at varying heights.
- Lift up to 50 lbs.
- Ability to work extended hours and on-call as business conditions warrant.

BACKGROUND REQUIREMENTS

- High School graduate or equivalent or 1 year of related job experience.
- Strong personal motivation

BENEFITS:

Luckey Farmers, Inc. is an equal opportunity employer. Enjoy a competitive wage commensurate with the experience and responsibility requirements. Excellent employee environment with a competitive benefits package including:

- Healthcare including, medical, dental and vision
- Paid Time Off
- 401k Plan
- Life Insurance
- Disability