

**Job Title:** Office/Inventory Coordinator PO Box 316

**Reports To:** Office Manager Max, ND 58759

**Labor Grade:** Hourly **Phone** 701-679-2578

**Job Summary:** Acts as the primary customer service representative of Scheresky Ag Service, tracks inventory, and completes other office functions in a timely and accurate fashion.

**Essential Job Functions:**

* Answers phones, directs calls to appropriate persons, and takes accurate messages.
* Greets customers in a courteous and professional manner.
* Counts inventory frequently and reconciles physical inventory against accounting software inventory and Asset Tracker inventory.
* Enters incoming and outgoing inventory and equipment into Asset Tracker system.
* Enters Bills of Lading and matching Product Invoices from vendors.
* Creates customer invoices, sales orders, and mailings.
* Double counts incoming and outgoing products.
* Trains seasonal employees in proper procedures used in warehousing, shipping & receiving, safety, and more, and assures procedures are being followed correctly.
* Communicates effectively with other personnel regarding all issues as they arise.

**Other Job Functions:**

* Prepares annual reporting of sales via Data Dimensions and other platforms.
* Updates Restricted Use Pesticide files regularly, and updates SDS files annually.
* Downloads as-applied maps and prepares application records for processing.
* Maintains vehicle inventory and licenses.
* Cleans and maintains office and office equipment as needed.
* Tracks and orders office and safety supplies.
* Assists with loading or unloading chemicals with a forklift, if needed.
* Follows all safety rules and regulations and maintains a safe work environment.
* Performs all other duties as assigned by supervisor.

**Essential Job Requirements:**

* General knowledge of accounting principles and practices.
* Working knowledge of Microsoft Word & Excel.
* Positive customer service attitude.
* Ability to communicate effectively with customers, vendors, and co-workers.
* Ability to climb, bend, work outdoors at times, and lift 50 pounds.
* Ability to perform job functions in an organized and timely manner.
* Ability to work overtime when needed.
* Ability to keep all Scheresky Ag Service and Scheresky Farm information confidential.
* Ability to work well with others in a team environment.

Certification: I certify that I am physically and mentally capable of performing all of the essential job functions listed above and that I have been dually informed of those functions.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Note: This position description may change as management deems necessary.