

Position: Professional Front Counter Clerk

Location: Albia Office

Duties and Requirements:

- Must have excellent mathematical and computer skills with an eye for details.
- Responsibilities include all aspects of feed mixes, billing, inventory, and grain data.
- Must be extremely proficient with Excel.
- Must be a self-starter, problem solver, and able to learn quickly.
- Requires a strong work ethic
- College degree preferred.

Hours/Wage

- Full Time position
- Wage based upon previous experience.
- Full time benefits apply to this position.
 - Group Health Insurance
 - Dental Insurance
 - Vacation
 - 401(K)
 - Aflac Insurance
 - Employee Discounts
 - Paid Holidays
 - Clothing/Uniform Allowance

Application Method:

1. Please fill out the Office Application found on the Employment page.
2. Attach most recent resume to application.
3. Mail completed application and resume to:

Sharon Smith
Smith Fertilizer & Grain
1650 Quebec Street
Knoxville, Iowa 50138

OR

Email completed materials to
sharon@sfgiowa.com