**Retail Service Support Generalist – St. Paul, OR**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Greet customers and provide them with assistance and great customer service.
* Answer phones and assist customers with their needs, including producing Sales Orders and putting them on [support@marionag.com](mailto:support@marionag.com), or sending requests there.
* Receive and process payments on Marion Ag customer credit accounts, in AGVANCE.
* Maintain the store so that it is always clean and organized - assist with filing and restocking shelves, when needed.
* Perform retail store closing procedures, including Reconcile cash drawer and cash transactions.
* Operates forklifts, pallet jacks or hand trucks to convey, move or hoist materials to proper departments, customers, or areas.
* Deliver small truck deliveries as directed by Sales Manager.
* Work with third party vendors to design, and produce store merchandise.
* Collect, transport, and organize field tests such as VRT soil samples, tissue, and moisture test.

**MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

* High School Diploma with 1-year experience or equivalent experience of 4 years, especially in the agriculture and/or manufacturing industry
* Working Knowledge of MS Suite Word, Excel, PowerPoint, Outlook and accounting systems and financial software (aside from QuickBooks) and 10-key
* Exceptional customer service skills
* Excellent phone skills
* Ability to multi-task, prioritize and work efficiently
* Able to read, write and speak English fluently
* Ability to perform at high levels in a fast-paced ever-changing work environment
* Valid Driver License

*Bilingual in Spanish is a plus!*

**LOCATION AND HOURS**

20160 Main St.

St. Paul, OR 97137

This position is full-time - not exempt from overtime. The scheduled shift for this position is: Monday through Friday, shifts vary between 7:00 a.m. – 5:00 p.m. Overtime is required.

**IN ORDER TO APPLY:**

Resumes must be submitted either through this website or via email ([jobs@marionag.com](mailto:jobs@marionag.com)). No phone calls, please.

**DATE POSTED**

August 03, 2022