



Stratton Seed Company

NOW HIRING: OFFICE CLERK

Stratton Seed is looking for an Office Clerk to perform various administrative and clerical tasks to support our offices. This position will perform a variety of activities in the office ranging from filing and answering the phone to basic bookkeeping. An effective office clerk has the ability to work diligently to help maintain smooth office operations. You must be reliable and hardworking with great communication skills. The ideal candidate will also be familiar with office equipment and procedures.

ABOUT STRATTON SEED COMPANY:

For more than 70 years, Stratton Seed has provided the finest service and input products to agricultural suppliers and producers across the southern states. Today, our service area includes Arkansas, Missouri, Louisiana, Mississippi, Alabama, Tennessee, Western Kentucky, Oklahoma, and Texas.

Stratton Seed is dedicated to serving farmers, landowners, and hunters in a progressive, efficient, and environmentally friendly manner. From specially engineered crop seed to wildlife seed management, we have the varieties and blends to help our customers meet their goals.

REQUIREMENTS & SKILLS:

- » Proven experience as office clerk or other clerical position
- » Familiarity with office procedures and basic accounting principles
- » Working knowledge of office devices and processes
- » Very good knowledge of MS Office
- » Excellent communication skills
- » Very good organizational and multi-tasking abilities
- » High school diploma

KEY RESPONSIBILITIES:

- » Maintain files and records so they remain updated and easily accessible
- » Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- » Answer the phone to take messages or redirect calls to appropriate colleagues
- » Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- » Undertake basic bookkeeping tasks and issue invoices, checks etc.
- » Enter in customer orders
- » Assist in office management and organization procedures
- » Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- » Assist in shipping arrangements and booking for deliveries
- » Perform other office duties as assigned

BENEFITS:

- » Pay based on experience
- » Benefits available 401k and insurance

Apply in person at 320 North Main St., Stuttgart, Arkansas. We will be accepting applications until October 11, 2024.

