

NOW HIRING

Storeroom Administrator

Minn-Dak Farmers Cooperative is seeking a full time, year round Storeroom Administrator to perform and assist in all aspects of the daily Storeroom operations including Accounting and Purchasing. This position reports directly to the Storeroom Supervisor.

Essential Job Duties

- Assist Storeroom Supervisor by identifying work procedures and expedite workflow
- Examine work for exactness, neatness, and conformance to policies and procedures
- Assist employees with work process problems
- Lead, guide, and train employees performing related work
- Maintain department database, prepare routine reports, and file shipping and receiving records
- Receiving responsibilities
- Handling of Doc link and other software
- Issue tickets
- Rasic project
- Operations weekly report
- Inventory entry and updates
- Negative value report audit
- Cataloging non-inventory items
- Setting up new stock items
- Coal Train set tracking
- Physical inventory
- GP administration
- Taxable items
- Remove and market obsolete inventory
- Initiate proof of delivery documents

Qualifications

- Self-motivated and strong problem solving skills
- Computer proficiency, Microsoft office (especially EXCEL)
- Strong communication and information exchange skills
- The ability to read, prepare, interpret and understand related documents
- Organized with excellent time management skills
- Excellent communication skills, written and oral, and ability to communicate effectively with employees at all levels

Starting pay based on education and experience. Comprehensive benefit program including: health, dental, and vision insurance, sign-on bonus, scholarship for new graduates, 401(k) plan, vacation, paid holidays, and after one year pension plan, life insurance, and LTD insurance.

Application Process

All interested and qualified individuals are encouraged to provide a resume, cover letter and transcripts. Please email to recruiting@mdf.coop or mail to:

MINN-DAK FARMERS COOPERATIVE

Attn: Valerie • 7525 Red River Road • Wahpeton, ND 58075
701-671-1338



Equal Opportunity Employer

