



## Warehouse Support – Milton-Freewater, OR

**Job Title:** Warehouse Support – Milton-Freewater  
**Department:** Ag Supplies  
**Reports To:** Dan Clark  
**FLSA Status:** Non-Exempt

### SUMMARY

Inside sales experience or product knowledge with agricultural products (chemicals, irrigation, trellising) a plus. This is a part-time position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides excellent customer service to customers both externally and internally.
- Assists with in-store product displays, shelf stocking and price displays/labeling.
- Assure that desk, counter and work areas neat and clean / Keep warehouse and lot clean and organized.
- Order fulfillment for counter / phone customers
- Generate new / repeat sales by providing product and technical information in a timely manner.
- Determine customer requirements / expectations by asking good questions
- Recommend alternate products based on cost, availability or specifications
- Accurately process customer transactions
- Proactively recommend items needed by customers
- Answering basic / technical questions regarding our products
- Prepare formal quotes for potential customer orders
- Occasionally make local deliveries in Non-CDL truck.
- Occasionally operate a tractor for field services.
- Store Hours are 8am to 5pm. The occasional weekend may be required.

### SKILLS / QUALIFICATIONS

- This position requires excellent customer service skills
- Must have the ability / willingness to effectively use basic computer programs / learn our operating systems.
- Must be a self-motivated
- Communicates clearly and concisely, both verbally and in writing.
- Ability to learn / answer questions about products OVS represents.
- Present a professional image at all times to customers and vendors.
- Ability to work as part of a team.

**EDUCATION and/or EXPERIENCE**

- Completion of High School Education and/or GED Equivalency.
- Must have 1-year prior Retail/Customer Service Experience.
- Must possess good oral communication skills and sound analytical skills.
- Ability to operate computer for data input and retrieval.
- Ability to operate cash register.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**To Apply:** Please visit <http://ovs.com/career-opportunities>

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