



**Location:** Albia, Iowa

**Company:** Smith Fertilizer & Grain

**Industry Sector:** Agriculture

**Industry Type:** Professional

**Career Type:** Office Assistant

**Job Type:** Full-Time

**Minimum Experience Required:** 1 year customer service.

**Salary:** Negotiable

Smith Fertilizer & Grain has an immediate opening for a full-time Billing Clerk / Office Assistant at our Albia, Iowa location. This position features a competitive wage and full benefits package.

**Full time employees are eligible for the following benefits:**

- Group Health Insurance
- Dental Insurance
- Vacation
- Paid Holidays
- 401(K)
- Tuition reimbursement/Earn while you learn
- Clothing/Uniform Allowance
- Employee Discounts
- Aflac Insurance

**Duties:**

- Enjoys working with the public
- Greet customers and staff
- Excellent customer service skills
- Proficient with all Microsoft Office products
- Answer multi-line phone system
- Operate scale for multiple commodities
- Invoicing
- Assist management as necessary

**Application Method:**

1. Download and complete the Office Application found at <https://www.sfgiowa.com/Careers/Apply-Online>. Submit the application online and select the position you are applying for.
2. Completed applications and resumes may also be emailed to [KristinS@SFGIowa.com](mailto:KristinS@SFGIowa.com).