



Orchard/Vineyard Billing & Support Grandview

JOB PURPOSE

- Upon delivery, Invoice of all Orchard/Vineyard Sales
- Work closely with Bleyhl Orchard/Vineyard sales people
- Monitor progress of sales orders
- Capable of meeting end-of-month deadlines

DUTIES and RESPONSIBILITIES

- Working knowledge of computer and keyboarding skills in a Windows environment
- Familiar with a variety of the field's concepts, practices, and procedures.
- High level of attention to detail and accuracy
- Analytical and multi-tasking abilities
- Understanding of Product Lines of agricultural supplies and hardware
- Concise and positive communication skills
- Ability to work independently and as a TEAM member; self-motivated
- Must be computer proficient (Microsoft Office)
- Ability to meet deadlines and deliver accurate work
- Any other duties assigned by Sr. VP of Retail and CFO
- Adhere to company policies and safety guidelines

QUALIFICATIONS

- Minimum 2 years Retail sales experience preferred
- Knowledge of Orchard & Vineyard supplies a plus
- Great Plains Software experience a plus
- Basic math and accounting skills

Send letter of interest and resume to carrers@bleyhl.com