

Equity Cooperative Livestock Sales Association

Position Description

Position Title: Dock In/Clerk
Reports to: Office Manager or his/her designee
FLSA Status: Non Exempt

Overview:

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. The responsibility of the person in this position is to positively conduct activities and services under the direction of the Office Manager in order to establish a strong, competitive and profitable marketing operation for all patron members, operate daily responsibilities in a manner that meets all Cooperative policies, and manage daily responsibilities in accordance with established goals, plans, procedures and budgets as directed by the Office Manager.

Essential Functions:

1. Adheres to Equity's policies and guidelines
2. Enter accurate headcount, species, backtag, price, and buyer information from auction ring
3. Communicates with co-workers to make corrections
4. Documents corrections appropriately
5. Provides excellent customer service to all patrons
6. Assists the customer in locating trailer in unloading dock
7. Gets necessary information from customer/trucker before unloading such as head count, species, owner, and special handling instructions.
8. Counts livestock by species and gender
9. Correctly applies animal identification tags
10. Provides information to dock-in person, such as verifying owners name, head count by species and animal ID numbers
11. Ensures livestock are in saleable condition and reports any that are not to the Market Manager
12. Pens livestock in appropriate pens
13. Provides excellent customer service to all patrons
14. Other duties, as assigned

Qualifications and Requirements:

1. Must be able to multi-task
2. Basic computer and keyboarding skills
3. Good communication and interpersonal skills
4. Ability to remain calm under pressure

Available Training:

One on one training with experienced clerk