Peterson Farms Seed is just 12 miles northwest of Fargo. Although our address is Harwood, **we're located 6 miles north of Mapleton, ND.**

We're looking for people who want to be part of a team, preparing and shipping one of farmers' most vital inputs – seed. Tasks change day-to-day, so you won't get bored.

Our ideal candidate is someone who likes working as part of a team and has a great attitude. Warehouse associates are responsible for the movement of seed within our warehouse to include: packaging, inventory control, shipping documents, and loading/unloading trucks.

JOB TITLE   Warehouse Associate II
REPORTS TO   Warehouse Supervisor
DURATION   40 - 50 hours/week

PURPOSE/SCOPE Perform day-to-day warehouse (or processing) activities.

RESPONSIBILITIES
1. Performs daily duties as instructed, including but not exclusive to:
   - Moves grain with our facility
   - Participates in soybean cleaning operations
   - Assists with plant cleanouts
   - Participates in toting and bagging operations
   - Organizes and maintains the warehouse
   - Loads trucks with forklift

2. Maintains all record-keeping, as instructed, in a timely and efficient manner.

3. Participates in daily housekeeping activities to keep all work areas clean and tidy.

4. Maintains great customer service attitude whenever in contact with customers such as when loading, delivering, or even pouring a cup of coffee for a customer.

5. Performs other duties as assigned.

EDUCATION/TRAINING/SKILLS REQUIRED
   - Forklift training.
   - Detail-oriented.

Last Revised: September 2022

EXPERIENCE REQUIRED

- Previous warehouse experience / processing experience
- Self-motivated.
- Demonstrated ability to follow instructions.

SUCCESSFUL CANDIDATE WILL POSSESS:
- Customer service mind-set
- Ability to work independently
- Ability to communicate with a wide range of individuals
- Ability to demonstrate through action, Peterson Farms Seed's Core Tenets:
  - Integrity
  - Team Contribution
  - Excellence
  - Positive Attitude