



TITLE: Grain Accounting
COMPANY: Prairie Lakes Coop – CHS Service Center
DEPARTMENT: Country Operations
LOCATION: Lowry/ Glenwood

CHS Inc. is a diversified Fortune 150 company providing essential grain, food and energy resources to businesses and consumers. CHS is a cooperative system owned by farmers, ranchers and their local cooperatives from the Great Lakes to the Pacific Northwest and from the Canadian border to Texas.

Position Overview:

Prairie Lakes Coop has an exciting opportunity in our Ag Business Division located in **Lowry/Glenwood, MN**. We are looking for **Grain Accounting**. The ideal candidate must be able to make decisions and work independently within a team atmosphere. The incumbent must be detail oriented with excellent communication skills, both verbal and written.

Office hours: 35-45 hours per week

Responsibilities:

- Handle customer phone calls
- Provide clear office communications
- Record keeping including scale tickets
- Customer service
- Create favorable image of Prairie Lakes Coop

Competencies

Incumbent must have the ability to adapt, think, and make decisions.
Incumbent must have a pleasant attitude, helpful, and be customer focused.

Basic Qualifications:

- Computer – MS Office 2003 (Excel, Word)

Preferred Qualifications:

- Customer service background
- Bookkeeping background
- Farming background/ understanding
- Knowledge surrounding grain marketing

**To apply send resumes to Dan Kvitek, Prairie Lakes Coop, PO BOX 27
Lowry, MN 56349 or contact Dan Kvitek at 320-283-5143.**

CHS Inc. is an EEO employer.