



**Help
Wanted**

Administrative Assistant – Cedar Rapids

This position will be responsible for (but not limited to): performing clerical functions for multiple departments, operating truck scale, invoicing, inventory reconciliations, cash reports and bank deposits, software support, stocking shelves and customer service

Requirements/Certifications:

Valid driver's license with approved company driving record, good computer skills, proficiency in Microsoft Office packages including Excel and Word, be a team player with good people and communication skills

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