

Kalona Sales Barn, Inc.
Livestock Check-In Clerk

**Part-Time Position on Sale Day
Wednesday, Thursday & 1st Monday of the Month**

ESSENTIAL JOB FUNCTIONS

The Livestock Check-In Clerk will welcome consignors as their livestock is unloaded for the days sale. You will work directly with consignors to ensure their auction account is complete and accurate and will input names, codes and head counts into the auction system. The Livestock Check-In Clerk will assist the main office with general sale day and office duties.

REQUIREMENTS

- * Personable, courteous and welcoming to all customers, while representing the values and customs of Kalona Sales Barn, Inc.
- * Professional and organized with the ability to work quickly in a fast paced environment.
 - * Excellent communication skills and the ability to work as a team.
- * Positive, self motivated and able to identify and complete tasks without direct supervision.
 - * Detail oriented, giving special attention to each task.
 - * Basic computer and ten key skills.



**Questions or to receive an application,
please contact Rochelle in our office.
319-656-2222
121 9th St. Kalona, IA 52247**