

Laughlin Cartrell, a Carlton, OR based grain merchandising firm is seeking a **Commodity Merchant Assistant** to join its group of long tenured employees. The Commodity Merchant Assistant will provide administrative and customer support to a team of commodity traders and will also assist with accounting related tasks.

Essential Duties & Responsibilities:

- Provide logistical support for commodity shipments by truck and rail, includes billing and tracing rail cars, scheduling and dispatching weekly deliveries, and troubleshooting transport issues
- Generate and process sales and payable invoices
- Build strong working relationships with customers, vendors and carriers
- Deliver assistance in researching and resolving commodity, freight, and accounting issues
- Review, investigate and assist in the collection of stale accounts receivable
- Perform miscellaneous office duties as needed

Qualifications & Requirements:

- Ability to multi-task and prioritize in a fast-paced environment
- Ability to analyze problems and identify and implement solutions in a quick manner
- Self-motivated and detail oriented
- Solid communication skills and adept in building cross functional relationships
- Associates degree or equivalent professional work experience preferred
- Agricultural or logistics experience a plus
- Microsoft Excel and Outlook experience required
- Must pass drug test and background check
- Must be able to remain in a stationary position 90%+ of the time

Classification: Full-time Monday through Friday, Non-Exempt

Compensation and Benefits:

- Medical, Dental, Vision and Life insurance
- 401(k) and profit share retirement plans
- 7 paid holidays per year
- Vacation, sick and bereavement leave

Please send resume via fax (503)852-7056 or email amberh@laughlincartrell.com.