

For more than 40 years, Reproduction Enterprises, Inc. has been a full-service livestock reproduction center for the south-central states. We are a customer oriented facility and pride ourselves in customer services, availability, and quality of our services. We currently have an opening for an Customer Service Representative. This position will interact with the customer both on the phone and in person. They will answer account questions, take orders and shipping instructions, and payments over the phone. Other responsibilities could include, but are not limited to, retail and client inventory, pulling orders for shipments and walk-in customers, accounts receivable, and other office related duties.

This is primarily an office position however, since REI is agriculture based company, individuals must be able to work in different environments, which includes exposure to extreme temperatures, handling hazardous materials, and lifting, pushing or pulling 50 – 60 lbs. Proficiency with computers and written and verbal communications skills as well as excellent account and inventory reconciliation are required to meet the demands of this position. This is a full-time position reporting during the office hours of Monday to Friday 8 am to 5pm and a Saturday rotation once a month of 9 to noon. Some over time may be required.

This is a full-time position with company paid health, vision, and life insurance policies. The company also offers an employee paid dependent health, dental, and supplemental Aflac and Liberty National insurance. There is paid vacation and holidays, and the company pays into retirement after two years of employment.

REQUIRED

Agriculture background or work experience in ag related field
Ability to push, pull or lift a minimum of 50lbs
Ability to work in variable temperature
Frequent bending and twisting in performance of job functions
High School diploma or equivalent is required
Valid Oklahoma Driver's License
MUST PASS BACKGROUND CHECK AND DRUG TEST.

PREFERRED

Experience in accounts receivable, and inventory is preferred but not required
A college Degree in an Agriculture related field such as Animal Science is preferred
Strong verbal and written communication skills