

# HELP WANTED

**Locations:** Empire Livestock, LLC – Vernon, NY

**Ring / Office Clerk:** Responsibilities - clerk livestock and sale items into the auction block. Assist in the office with dock-ins and customer check-outs, answer phones, mail checks/process paperwork, and perform general office duties as needed. Experience working with cattle, proficiency in Microsoft Office, strong organizational and communication skills, professional demeanor and customer service skills, ability to multitask in a fast-paced environment, be reliable and have dependable transportation. Every Monday and Thursday and occasional Saturday hours are required.

If you are dependable, detail-oriented, and comfortable working in a livestock auction environment, we encourage you to apply. Hourly pay of \$17.00 - \$20.00 depending on experience.

**Contact:** [hr@empirelivestock.com](mailto:hr@empirelivestock.com) or call 570-215-3353 for an application

**Empire Livestock LLC is an equal opportunity employer**