Staplcotn Career Day
May 18, 2018   9:00 a.m. - Noon
214 W. Market St., Greenwood, MS 38930

Staplcotn is searching for motivated and dedicated individuals with a variety of business skills. If you think you have what it takes to work at one of the most technologically advanced businesses in the Delta, please apply.

We have positions in IT (computer programming), Inventory, Logistics, and Marketing.
We are also searching for someone with Executive Secretarial skills and experience.
All position are non-exempt and located in Greenwood, MS.
Apply online at www.staplcotn.com/careers on the Career Day link.
Bring your resume, references and college transcript where applicable to the Career Day.

Administrative positions in Inventory, Logistics, Export and Marketing:
Job Summary: Performs various duties to support the department with shipping cotton, tracking shipments, analyzing data, reviewing contracts, data entry, and preparing documents for the efficient and timely shipment of cotton to buyers worldwide.
Knowledge and Skill Requirements:
1. Two years of business college or applicable experience with analytical thinking and verbal skills.
2. Proficient in Microsoft Outlook, Excel and Access with the ability to learn and comprehend new computer systems.
3. Ability to organize work, exercise independent judgement, make fast-paced decisions and meet daily deadlines in a seasonally fast-paced environment. Must be willing to work 10+ overtime hours per week during busy season.
4. Demonstrate leadership ability and communication skills.

Executive Secretary
Job Summary: Performs secretarial duties of a highly confidential nature to support company executives.
Knowledge and Skill Requirements:
1. Two years of post-secondary education in secretarial science or related business field.
2. Requires 3-5 years experience in general secretarial capacity.
3. Proficiency in telephone protocol, general math, written and oral communication, organizing materials and attention to detail.
4. Proficient in Microsoft Office programs
5. Possesses congenial attitude, cultural awareness and sensitivity.

Programmer
Job Summary: Designs, tests, and maintains computer programs when instructed by Information Systems Manager or VP Systems and Controls.
Knowledge & Skill Requirements:
1. Knowledge of principles and techniques of computer science and/or data processing systems design and analysis with a degree in Computer Science preferred.
2. Detailed knowledge of techniques involved in developing or modifying data processing programs and systems.
3. Maintain computer programs using COBOL, SQL, Java, HTML, CSS, and Javascript with the ability to absorb other computer languages as required.
4. Ability to effectively handle highly confidential material.
5. Prior experience as Programmer I, or equivalent skills.