



Sarah Huckabee Sanders
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

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Wes Ward
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY

November 10, 2025

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
Inventory Specialist Arkansas Department of Agriculture Fiscal Pulaski County/Little Rock Hiring Authority: Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6386 E-mail: melissa.barlow@arkansas.gov Standard State of Arkansas employment application required. Apply on line: http://arcareers.arkansas.gov	Entry Level Salary: \$39,170 Grade: SGS02 Positions #22087881 Req ID #54077	November 21, 2025

Minimum Qualifications:

- A high school diploma or GED.

Knowledge and Skills:

- Strong focus on accuracy in data entry and during physical inventory counts.
- Ability to maintain orderly workspaces and prioritize tasks effectively.
- Effective communication skills to work alongside team members from different departments.
- Basic familiarity with inventory management software and the Microsoft Office Suite, especially Excel, for data entry and reporting purposes.
- Eagerness to learn new systems and procedures in a dynamic environment.

Preferred Qualifications:

- Experience with state fixed asset.
- Experience with AASIS.