

MOUNTAIN VIEW CO-OP

JOB DESCRIPTION

Specialty Crop Merchandiser – Collins Elevator

JOB PURPOSE/SUMMARY

This position is responsible for buying, selling and marketing peas, lentils, chickpeas, flax, canola, mustard and other specialty crops at our Collin's Elevator location. This position will monitor past and current inventory levels to determine and assist with the company's supply and demand. The Specialty Crop Merchandiser will maintain and build new relationships with producers. This position will also be required to assist in the Elevator operations as needed.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Generate grain origination from producers.
- Maintain and increase MVC/Producers market share
- Assisting producers with marketing plans
- Maintain and establish strong customer relationships
- Communicate market shares/growth with producers.
- Maintain necessary files and records as necessary.
- Implement contract and agreements as needed.
- Maintain Pricing for all contracts.
- Follow MVC's grain marketing policy.
- Follow/Establish trends analysis
- Inputting and/or reconciling daily tickets

Other Areas of Responsibility

- Assist in any other duties that may be assigned to meet business needs
- Assist in Safety and compliance issues
- Other duties as assigned by the Supervisor.
- Exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

ELEVATOR ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Weighs and grades incoming trucks and rail grain cars.
- Directs incoming truck traffic for efficient unloading and grading.
- Follows all necessary unloading procedures as established by the grain manager for quality control, grading of grain and proper binning.
- Directs all outbound trucks and rail grain cars for proper loading and weigh ups.
- Insures all outbound grain is correct quality.
- Performs all other necessary grain operations duties as directed by grain manager.

QUALIFICATIONS/REQUIREMENTS

Minimum Education: 4 year degree preferred but not mandatory based on past experience.

Minimum Experience: 2 years' experience at a Grain Elevator.

Knowledge/Skills/Abilities: An understanding of the grain marketing process Self-motivated, Excellent Customer Service Skills, Advanced Computer Skills, Organizational Skills, Attention to detail, Math Skills – Business Finance.

Other qualifications: General understanding of grain marketing, and agricultural background.

MENTAL AND PHYSICAL DEMANDS

Sitting	40-75%	Reaching	Some
Standing	10-25%	Manual Dexterity	Frequent
Walking	15-25%	Telephone	Frequent
Kneeling	Some	Computer Screen	Frequent
Bending	Some	Lifting	80 lbs

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____