



Job Title: Order Desk Analyst
Location: Effingham, IL
Reports to: Director of Feed Operations
Salary: \$14-18/hr (*Incentives per established scale*)

Required Education and Experience: High School graduate or GED equivalent. Associates degree in Business or Agriculture preferred.

Job Requirements:

- Must possess excellent written and verbal communication skills
- Demonstrates the ability to interact effectively with customers
- Has a self-motivating personality as well as team-building skills
- Strong Microsoft and other system skills

Essential Functions:

1. Follow all established personnel and safety policies and procedures
2. Follow all HACCP & FSMA guidelines
3. Receive & Enter All Feed Orders for Effingham & Horace
 - a. Text, Email, Web Site, Phone Calls, Other
 - b. Drive standardized ordering process
4. Edit Feed Orders as needed in ALL necessary locations within certain boundaries
5. Communicate with customers that orders have been received
 - a. Contact customers if orders need to be changed
 - b. Proactively contact customers for feed orders
6. Work with Logistics Coordinator to build production and delivery schedules
7. Act as back-up for the Logistics Coordinator as needed
8. Continuous refinement and improvement of the role
9. Execute on established metrics and assigned action items
10. Be able to communicate in a professional manner to the customers, employees and manager

Work Environment: The desk location will be in the Feed Mill Batching office. Environment can be dusty and noisy at times. Will require spending time in the Feed Mill itself or a delivery truck.

Physical Demands: The physical demands include lifting objects up to 50 pounds.

Travel: The employee may be required to travel to other facilities in The Effingham Equity trade area.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Please send resume to Matt.Repking@theequity.com