



Job Title: Grain Administrative Assistant
Location: Horace
Reports to: Location Manager
Salary: \$10 - \$14/hour (*incentives per established scale*)

Required Education and Experience: High School graduate or GED equivalent. Agriculture background preferred.

Job Requirements:

- Must be proficient in Microsoft Office
- Must possess excellent communication and organizational skills
- Must be self-motivated

Essential Functions:

1. Follows all established personnel and safety policies and procedures
2. Waits on customers in a prompt, efficient and courteous manner
3. Operate the electronic scale platform with proper documentation, weighing, grading and recording all inbound and outbound scale traffic
4. Assist in purchasing grain from the producer within the guidelines set by the VP of Grain
5. Assist producers with grain contracts
6. Make grain settlements with the producer

Work Environment: The position works in an office atmosphere and may require extended hours.

Travel: The employee may be required to travel to other locations, conferences, educational opportunities, and other job-related activities.

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.

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Please send resume to Paul Porter, Paul.Porter@TheEquity.com, by Friday, August 23, 2019.