



## Grain Administrative Assistant

### About The Equity

The Equity is an independent ag cooperative headquartered in Effingham, Illinois and has over 500 employees. Our market area currently includes 22 locations and covers central Illinois and southwest Indiana. The Equity has five divisions including: Agronomy, Grain, Feed & Livestock, Energy, and two Retail Stores, plus a Precision Agronomy dealership as well as a cutting-edge drone sprayer business. The Equity's mission is to deliver value to our customers through operational excellence, providing information, exploring opportunities, and supporting profitable roles for producers.

**Location:** Effingham  
**Reports to:** Location Manager  
**Compensation:** Commensurate with experience

### Benefits Overview:

- Paid vacation, 6 days Paid Time for All, 9 paid holidays, 2 paid floating holidays
- 401k match up to 6%
- One week paid Parental Leave
- Referral Program
- Company Incentive Program
- Medical, dental, and vision
- Paid Life insurance and long-term disability insurance

### Required Knowledge, Skills, and Leadership Characteristics:

- High School Diploma or GED equivalent, agriculture background preferred.
- Proficient in Microsoft Office
- Excellent communication and organizational skills
- Self-Motivating personality

### Key Responsibilities:

1. Follow 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 facilities in The Equity trade area, 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.

*Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.*