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## **Job Description: Breckenridge Grain Merchant**

### **Position Summary**

Michigan Agricultural Commodities is seeking a full-time Grain Merchant to work out of our Breckenridge facility. This position focuses on grain originations and merchandising for a specific MAC facility. This role will provide a unique opportunity to build collaborative relationships with the other facility merchant and customers, working at a large and diverse multi-site facility offering a variety of services to customers. MAC is a progressive leader in the grain industry, continually investing in our facilities and employees to expand our footprint across Michigan. The ideal individual for this role will have experience or interest in agricultural grain merchandising, demonstrating a desire to utilize skills to positively impact the company and customers.

### **Scope of Responsibilities**

- Foster and build team atmosphere between office staff and other Breckenridge merchant to grow MAC business.
- Assist customers in building and maintaining a grain marketing plan with MAC.
- Originate grain into facility. Main crops are corn, soybeans and wheat. Other markets include feed market commodities, oats, rye, IP soybeans, and dry beans.
- Review market information to enhance knowledge and understanding of grain markets.
- Track customer and contracting information and produce customer contracts through CRM.

### **Job Requirements**

#### *Marketing*

- Build goals and strategies with Vice President of Merchandising, Facility Manager, and the other Breckenridge merchant.
- Origination of grain and oilseeds; purchase both delivered to facility and commercial destinations, as well as FOB, within proper margin guidelines, policies and procedures as established by the Vice President of Merchandising.
- Maintain thorough and in-depth knowledge of markets and trends, as well as remain capable of making accurate, effective recommendations to producers regarding risk management and contracting strategies.
- Assist in development of new originations programs, ensuring customers are properly informed of current programs, prices and trends.
- Understand facility grain bids and on-farm grain; assist in setting both delivered and FOB bids
- Make calls and provide education to customers within targeted draw area through implementation of marketing meetings and seminars.
- Provide timely bids to MAC customers.
- Develop working knowledge of freight and competitor activities.
- Assist Lansing in marketing and logistics for the facility.

#### *Customer Relations*

- Maintain contact with customers to effectively promote business with MAC.
- Build and maintain relationships with customers. Make on-site visits.
- Regular phone, e-mail and personal communication.
- Proactively work with producers to institute marketing plans and continually follow up to monitor progress.
- Promote farm understanding of operational costs to establish goals and marketing plans.

- Maintain customer service, along with pleasant and courteous attitude at all times.
- Follow-up on customer complaints as necessary.

#### *Administration*

- Review and verify checks/settlements from facility Accountant before presenting for Facility Manager signature.
- Effectively communicate with Lansing Hedge Desk and corporate traders, keeping Lansing informed of all grain related merchandising and accounting matters.
- Have a complete understanding of customer status in Agris. Be able to determine accurate contract balances and applications.
- Assist in reporting procedures that detail the amount and specific quality of facility inventory.
- Assist Facility Manager in budgeting and projections for the facility annual plan.
- MAC Customer Relationship Management program.
  - Log customer interactions.
  - Develop/maintain current customer call list.
  - Utilize information for customer tracking and communication.

#### *Shipping & Receiving*

- Assist with handling of incoming calls, receiving of product, order preparation, billing and distribution of product as directed.
- Assist in scale room, weighing and grading as needed.
- Operations assistance as directed by Facility Manager.

#### *Other*

- Collaboratively communicate with Breckenridge staff.
- Develop good understanding of local facility offers to enhance value for both customer and MAC.
- Adhere to and enforce MAC contract policies.
- Positively represent company and self when interacting with customers and colleagues.
- Promote cooperation and communication with fellow employees, customers, and other MAC facilities.
- Other duties as assigned.

#### **Desired Skills/Competencies**

- Demonstrate good personal and communication skills
- Motivation to learn new skills and information
- Organizational and attention to detail required
- Problem analysis and problem-solving mindset
- Customer service skills and positive attitude necessary
- Ability to self-direct and accomplish goals
- Sales or grain/agronomy experience preferred
- A bachelor's degree in agricultural or business-related discipline or 3-years industry experience is highly desirable, however not required.
- Required: Must be able to pass a comprehensive background check and substance screening.

\*This job description should not be construed as an employee contract. Management retains the right to employ-at will.

\*Michigan Agricultural Commodities is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other group status protected by Federal, State, or local laws.