



michigan agricultural commodities, inc.

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www.michag.com

Job Description: Facility Intern

Working Conditions:

- Internship Employment Hourly Wages
- Hours: 40-hour weeks, Monday through Friday. Nights and weekends during harvest may be required.
- Based out of one location: Breckenridge, Middleton, Newaygo

Supervision: Reports to Facility Manager or Merchant. Employee representative may provide additional direction.

General Description: The MAC facility internships are designed to provide a real-life experience for students to gain exposure working in a grain terminal and grain trading office, including clerical, accounting, merchandising, operations and safety. Experience includes a variety of different tasks, with a goal to cross-train an intern to benefit from as many different experiences as possible. Typical schedule includes one day in the office with the balance of time spent on facility operations and safety. Wheat harvest includes time spend weighing/grading trucks and running mycotoxin/falling number tests. We also try to offer learning opportunities directly related to the career interests of each individual intern. The exact role of an intern varies based upon the location they work out of.

Scope of Responsibilities & Job Requirements

- Participation in summer long merchandising experience
- Customer service – phone and office contact
- Grain contracting procedures
- Market data review
- Bin space management/storage methods
- Facility grain logistics education (grain grading, truck unloading, car loadings)
- Facility safety training
- Grain quality control measures (including: air, movement, fumigation)
- Training in grain ticket and settlement process
- Special projects for merchants and management as needed
- Other duties as assigned

Desired Skills/Competencies

- Demonstrate strong verbal and written communication skills
- Motivation to learn new skills and information
- Organizational and attention to detail skills
- Ability to self-direct and time management
- Strong customer service skills
- Pursuing a bachelor's degree in agricultural related discipline

*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.