



michigan agricultural commodities, inc.
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Lansing MI 48917
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1050 Ogden St.
Jasper, MI 49248
(517)-436-3126

Job Description: General Office/Scale Operator

Position Summary

Michigan Agricultural Commodities is seeking a full-time Scale & Office employee for the Jasper location. Jasper is located in one of the most productive agricultural counties in Michigan. 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 office and scale operations, demonstrating a desire to utilize skills to positively impact the company and customers.

Scope of Responsibilities: Perform all scale house operations related to receiving and shipping grain. Establish a relationship with new and existing customers. Purchase grain and take open orders with guidance from the grain merchant or plant operations manager. Conduct retail sales with customer, prepare deposits and account for monetary receipts. Coordinate office operations with plant personnel.

Job Requirements:

- **Physical Requirements:** Good physical condition, mobility and the ability to work extended hours are necessary to perform the basic tasks of this position. Good vision and hearing are essential to properly perform these operations. Computer and filing skills are required.
- **Housekeeping:** Maintain the office area in a clean and presentable manner. Remove clutter and grain dust to promote a better work environment
- **Marketing & Customer Service:**
 - Perform all weighing and grading functions in the scale house. Operate the probe to obtain samples of inbound and outbound trucks. Operate grading equipment. Complete ticket entry into the computer. Transfer grain tickets on a timely basis.
 - Complete and maintain appropriate documents such as Bills of Lading, Export Documents, Scale Tickets, Counter Invoices, Deposit Slips, etc.
 - Assist customers in marketing their grain by quoting prices or helping them contact the grain merchants.
 - Update and maintain price sheets and price boards.
 - Help facilitate feed customer activities, tickets, and loading
- **Operations Assistance:** Print seed labels as needed. Communicate with Operations, Accounting and Marketing
- **Safety:** Follow all company safety policies, monitor all visitors and customers to assure their safety. Maintain the visitor log.
- **Other tasks as assigned**

Desired Skills/Competencies

- Strong computer knowledge and skills
- Demonstrate good personal skills
- Excellent communication skills
- Motivation to learn new skills and information to grow in individual's role at MAC
- Minimum high school degree required; Preferred associates degree in business or agricultural field
- 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.