



michigan agricultural commodities, inc.
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3346 Main St.
Marlette, MI 48453
(989)-635-3578 / (800) 647-4628

Job Description: Scale & Customer Service/Office Assistant

Position Summary

Michigan Agricultural Commodities is seeking a full-time Scale & Customer Service Representative/Office Assistant for the Marlette location. Marlette is located in the “Heart of the Thumb” offering an ideal location for both truck and rail transportation for the local market. 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 and grading operations related to receiving and shipping grain. Establish a relationship with new and existing customers. Assist facility Grain Merchant and Office Manager with daily duties.

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.
- **Operations Assistance:** Communicate scale truck movement with plant personnel and interact with operations as needed. Update Facility Manager on plant personnel safety training progress.
- **Safety:** Oversee safety program data entry. Follow all company safety policies, monitor all visitors and customers to ensure 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.