



michigan agricultural commodities, inc.

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Middleton, MI 48856
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Job Description: Scale Operator, Customer Service & Logistic Coordinator

Position Summary

Michigan Agricultural Commodities is seeking a full-time department assistant to cover scale operation, customer service and logistics coordination for its location in Middleton, Michigan. The ideal individual will have experience or interest in agricultural commodities and demonstrate a desire to develop new skills to positively impact the company.

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. Coordinate office operations with plant personnel and Accounting.

Job Requirements:

- Assist in the grain department including; quality control at grain receiving, grain weighing/grading, and grain load out. Facilitate any testing required on customer and MAC grain.
- Complete and maintain appropriate documents such as Bills of Lading, Export Documents, Scale Tickets, Counter Invoices, Deposit Slips, etc. Complete ticket entry into the computer. Transfer grain tickets on a timely basis.
- Work with Accounting staff and invoice counter sales for chemicals, seed, and agronomy
- Complete feed sales, open up feed shed on daily basis, and make sure it is organized and ready for business.
- Support customer marketing and account questions. Assist in quoting prices or contacting merchants.
- In conjunction with Merchant, ensure price board is current with daily basis and maintain/update price sheets. Develop understanding of how the board works and maintain with limited supervision.
- Assist in office, answer phones, and assist customers.
- Housekeeping: Maintain the office area in a clean and presentable manner. Remove clutter and grain dust to promote a better work environment
- Communicate with Operations, Accounting and Marketing
- Facilitate customer activities, tickets, loading and unloading.
- Complete any other duties and projects 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.