

Grain Elevator Management Trainee

Job Description

The Grain Elevator Management Trainee will be accountable for assisting the Location Manager in overseeing the day to day operations of the facility while also helping to develop and support relationships with the location's customer base.

Essential Duties and Responsibilities

- Assist facility management in all areas of the operation to ensure a safe and productive work environment
- Accept training and development toward understanding all facets of the operation
- Assist in oversight of grain quality; develop and ensure consistent execution of all operations policies, practices and procedures at the assigned facility regarding quality and handling.
- Assist in planning and execution of capacity utilization, inventory management and quality management
- Work with various departments on communicating a plan of action regarding logistics and staffing capabilities.
- Drive continuous improvement in all areas of the operation
- Promote sales growth through all areas of the business
- Provide customer service support to both internal and external customers.
- Work closely with company and facility management toward achievement of strategic goals
- Demonstrate a positive, team work attitude to all employees and customers
- Understand the accounting processes present with each line of business
- Assist sales team/location managers with sales calls.
- Other essential duties will include: operating the scale, grain grading, loading products, mixing fertilizer, filling ammonia tanks, operating application equipment and any other duty that is deemed necessary to ensure that the facility is operating efficiently

Essential Qualifications

- **Computer Skills:** To perform this job successfully, you must have working knowledge of the internet and programs such as Microsoft Excel, Word, and Outlook.
- **Communication Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedural documents. Ability to effectively present information and respond to questions from groups of employees, clients, customers and the general public. Exceptional phone etiquette is required.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, ratios, percentages, area, circumference and volume.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems and find solutions
- **Certificates, Licenses, Registrations:** Must have and maintain a valid driver's license and satisfactory driving record.

Expectations

- While performing the duties of this job, you will be frequently exposed to outside weather conditions conducive to the agriculture work environment; including but not limited to heat, cold, dust, and wet and/or humid conditions
- Requires static strength to lift, push, pull, or carry objects with a minimum weight of 70 pounds. Must be able to tolerate and endure long working hours during peak busy seasons.
- Days and standard work hours are Monday through Friday, 8am – 5pm, and must have the ability to work extended hours and weekends during certain seasons.
- Travel between locations is expected with this position.
- Duties, responsibilities and activities may change at any time with or without notice.

