

# COMMODITY ASSISTANT

## QUALIFICATIONS

- Hard working/team oriented
- Self-motivated/Can do attitude
- Excellent computer skills — proficiency in Word and Excel required
- Excellent oral/written communication skills
- Accuracy, honesty, integrity traits are important
- Must be detail oriented
- Able to follow direction
- Possess logical problem solving ability
- Able to learn new skills and responsibilities
- Good organizational skills
- Demonstrated ability to follow procedures as written
- Strong business and accounting skills
- Able to handle multiple tasks
- B.A. or greater in agriculture or related field preferred
- High school diploma or GED a must
- 3 years minimum grain business experience preferred

## DESCRIPTION OF DUTIES

- Complete all corn settlements and corn checks according to Siouxland's payment schedule
- Complete all MWDG, DDG, Corn oil invoicing according to Siouxland's invoice schedule
- Schedule outbound MWDGs loads and make adjustments to schedule
- Enter purchase and sales contracts into accounting system
- Assist with purchasing corn and selling distillers grains via phone and in-person
- Assist with corn grading according to Siouxland discount schedule specifications
- Assist with tracking arbitrage trades and follow-up on paperwork
- Assist with corn unloading procedures in the scale room
- Possess a familiarity with trade area and CBOT grain prices at all times
- Enter into CBOT trades to offset company risks associated with various farmer contracts
- Communicate DDGS/MWDGs inventory levels to customers
- Communicate corn oil inventory levels to customers and adjust logistics accordingly
- Complete any and all tasks assigned by the Commodity Manager or President and CEO

**REPORTING TO THIS POSITION:** None

**POSITION REPORTS TO:** Commodity Manager

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must lift and/or move up to 50lbs. Specific vision abilities required by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Some areas have been designated areas to use hearing protection. Hard hat, safety glasses, and leather gloves are required in designated areas.