

Job title	<i>Grain Originator</i>	Job Classification	<i>Salary Exempt</i>
Reports to	<i>Full line: Grain Manager Dotted line: Sales Manager</i>	Salary Range	
Direct Reports	<i>N/A</i>	EEOC Classification	<i>Sales Worker</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

- The position of the Grain Originator is of great significance to Pro Cooperative.
 - A person in this position is responsible to market Pro Cooperative’s grain risk management and origination programs while maintaining customer relationships in a manner that will optimize Pro Cooperative’s market share and profits, improve Pro Cooperative’s efficiency, help achieve Pro Cooperative’s mission and goals, and result in outstanding customer service.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Make sound recommendations to customers by presenting grain solutions, products, services, and/or concepts in order to maximize returns for the customers.
- Develop and maintain a current list of customers and prospects and rate them based on potential size of operation, credit worthiness, and other pertinent marketing information.
- Prioritize prospects and partial customers to identify the best opportunities for growth.
- Make regular sales calls on current and potential customers and respond to customer’s inquiries and questions in a timely manner.
- Develop and maintain effective business relations with current and potential future customers.
- Document and submit sales call information to direct supervisor using Pro Cooperative’s CRM program.
- Provide a consistent communication channel between Pro Cooperative customers and location personnel in order to set proper service expectation levels, resolve problems and scheduling issues.
- Advise customers on the proper use of products and equipment.
- Collaborate with other departments and/or locations to identify potential benefits to the customer from other company programs.
- Establish and attain sales goals that are compatible with Pro Cooperative annual goals.
- Work with customers, suppliers, and management to resolve product/service complaints fairly and equitably.
- Develop account plans that include strategy and tactics for achieving desired customer results.
- Responsible for learning new product specifications and applications.
- Monitor monthly sales and expense reports as well as manage sales in order to achieve target margins and product mix.
- Work with direct supervisor to establish a budget with particular emphasis on sales volumes & direct selling expenses.
- Offer timely feedback to Pro Cooperative on execution of plans, needs, opportunities, value, and obstacles discovered during the selling process.
- Have knowledge of Pro Cooperatives grain programs and policies and describe them to customers.

- Provide and conduct training needs of grain, transportation and farmer marketing programs to employees and producers.
- Assist other location origination Teams with procurement of cash grain.
- Abide with state and federal rules and regulations, monitors grain contracts to ensure compliance and work with the auditors to respond to questions and provide appropriate information.
- Schedule and organize producer marketing meetings.
- Assist in the coordination of logistical efficiencies of grain movements for Pro Cooperative and its producer customers.
- Understand and maintain the professional image of Pro Cooperative.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with all federal, state, and local regulations and Pro Cooperative’s policies, including Pro Cooperative’s safety policies.

Minimum experience and qualifications

- Four year degree in an agriculture related background.
- Valid state motor vehicle operator’s license, CDL and other DOT qualifications for operation of a commercial motor vehicle. This position requires the safe operation of a motor vehicle to perform the essential functions of the job.
- The employee must meet the qualifications set forth in Pro Cooperative’s motor vehicle safety policy.
- Successful sales experience (minimum 2 years).
- Knowledge of the grain industry (preferred 4 years’ experience).
- Ability to work with a team in an environment conducive to sharing ideas, knowledge, and experiences.
- Ability to attain a Series 3 Commodity Broker’s license (within the first 6 months of employment).
- Ability to convey thoughts, market intelligence, and communicate with many producer types.
- Strong oral and written communication skills.
- Must be a self-starter and able to schedule and manage time without close supervision.

Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	Sitting	Constantly (67%-100%)
Climbing-stairs, ladders, slope	Occasionally (1%-33%)	Standing	Frequently (34%-66%)
Crawling	Occasionally (1%-33%)	Twisting	Occasionally (1%-33%)
Grasping/Handling	Constantly (67%-100%)	Walking	Frequently (34%-66%)
Kneeling	Occasionally (1%-33%)	Balancing	Occasionally (1%-33%)
Neck Flexion/Extension	Constantly (67%-100%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Constantly (67%-100%)	Change of Position	Frequently (34%-66%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Occasionally (1%-33%)

Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Occasionally (1%-33%)	1 – 10 lbs.	Occasionally (1%-33%)
11 – 20 lbs.	Occasionally (1%-33%)	11 – 20 lbs.	Occasionally (1%-33%)
21 – 50 lbs.	Occasionally (1%-33%)	21 – 50 lbs.	Occasionally (1%-33%)
51 – 100 lbs.	Occasionally (1%-33%)	51 – 100 lbs.	Occasionally (1%-33%)
100+ lbs.	Occasionally (1%-33%)	100+ lbs.	Occasionally (1%-33%)

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Occasionally (1%-33%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Occasionally (1%-33%)	Others Specify:	N/A
Vibration	Occasionally (1%-33%)	Others Specify:	N/A

Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Constantly (25-50%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Constantly (67%-100%)	Hearing	Constantly (67%-100%)
Outdoors	Frequently (34%-66%)	Talking	Constantly (67%-100%)

Approved by:	
Date reviewed:	

Employee signature below constitutes employee’s understanding of the requirements and essential functions of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn’t constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print Name & Sign): _____ Date: _____