



Grain Buyer

Division: POET Biorefining

FLSA Status: Exempt

SUMMARY

The Grain Buyer is responsible for procuring grain from producer customers, commercial accounts and managing a customer database for the location. Team members in this position monitor the competitiveness of cash grain bids and policies. They also must develop and build strong customer relationships. Grain Buyers will need to be aware of CBOT grain prices at all times and understand current market news, local, U.S. and World S&D and other fundamental and technical market factors to talk intelligently to customers about the market outlook. Grain Buyers are accountable for informing management of grain movements and other local news that may impact local buying efforts. Grain Buyers also may fill in for the Scale Master and must understand grain weighing and grading procedures and policies.

ESSENTIAL FUNCTIONS

1. Have a strong understanding of the producers and production capabilities of the local area.
2. Seek out new potential customers for POET. Facilitate farm visits, customer one-on-one meetings and roundtable meetings as necessary.
3. Manage and keep current the customer database.
4. Understand local supply/demand & changes year-to-year
5. Analyze local supply/demand, competition, crop conditions and market conditions (carry/inverted markets) to buy grain at optimum price levels.
6. Monitor competitiveness of cash bids within the local trade area.
7. Maintain familiarity with market news, local, U.S. and World S&D and other fundamental and technical market factors to talk intelligently about market outlook and share with the grain team and customers.
8. Maintain reports detailing customer volumes and marketing trends. Share with team and use them to originate grain.
9. Daily use of the POET Grain tools to buy grain efficiently.
10. Gather market intelligence on competitor activities and share with grain team.
11. Procure grain supplies for the biorefinery through the purchase of grain from producers and commercial accounts.
12. Have thorough knowledge of grain contracts and marketing alternatives and be able to explain these to customers.
13. Develop arbitrage/merchandising opportunities for grain.
14. Review daily DPR and overall grain position.
15. Initiate contractual agreements for grain and ensure the accuracy of contracts, ticket application and grain settlements.
16. Ensure grain is settled in a timely manner and according to location policy.
17. Hedge all grain purchases in coordination with POET Grain policies.
18. Update grain bids on web page and after-hours phone lines daily.
19. Maintain all grain records in an "audit ready" status at all times.
20. Provide, as required, reports to the CM, RMM and Wichita team.
21. Assist and fill in at the scale and front desk for the Scale Master.
22. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
23. Maintain a very high level of customer service along with a positive, friendly atmosphere.
24. Foster a culture of safe behavior and environmental compliance at all times.
25. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
26. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should be able to demonstrate and provide the following:

- Bachelor's Degree in marketing, business, animal science, agriculture or related field, or demonstrated multi-year successful commercial work experience required.

- 1-5 years of grain merchandising/origination experience or other agriculture sales experience preferred with a demonstrated background of success.
- In-depth experience in all aspects of Customer Relationship Management. .
- Solid and persuasive business communication and interpersonal skills.
- Ability to seek out and build strong customer relationships required as well as the proven ability to grow and manage a proven sales territory.
- Ability to prioritize in a fast-paced environment.
- Ability to work independently and exercise good business judgment and discretion and to analyze and address merchandising opportunities.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position operates in office environment.

The ability to travel up to 50% as requested as well as the ability to travel to customer and client sites and communicate with customers and clients effectively. Some overnight travel will be required.

Specific physical requirements may include:

- Sitting approximately 90% of the time while working on a personal computer and phone.
- Occasionally lifting weights of fifty (50) pounds or less.