



Grain Buyer Intern

Division: POET Grain

FLSA Status: Non-Exempt

SUMMARY

The Grain Buyer Intern will be responsible for assisting with procuring grain from producer customers, commercial accounts and managing a customer database for the biorefinery. The team member in this position will monitor the competitiveness of cash grain bids and policies and also develop and build strong customer relationships. Grain Buyer Interns will need to be aware of CBOT grain prices and be able to understand current market news; local, U.S. and World S&D and other fundamental and technical market factors in order to talk intelligently to customers about the market outlook. Grain Buyer Interns will assist with informing management of grain movements and other local news that may impact local buying efforts. The Grain Buyer Intern may also assist the Scale Master and must understand grain weighing and grading procedures and policies.

ESSENTIAL FUNCTIONS

Customer

- Have a strong understanding of the producers and production capabilities of the local area:
 - Who are POET's customers
 - Potential customers
 - Where are they located
 - What do they value
- Facilitate farm visits, customer one-on-one meetings and roundtable meetings as necessary.
- Manage and keep current the customer database.

Analytics

- Understand local supply/demand & changes year-to-year
- Analyze local supply/demand, competition, crop conditions and market conditions (carry/inverted markets) to buy grain at optimum price levels.
- Monitor competitiveness of cash bids within the local trade area.
- 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.
- Maintain reports detailing customer volumes and marketing trends. Share with team and use them to originate grain.
- Daily use of the POET Grain tools to buy grain efficiently.
- Gather market intelligence on competitor activities and share with grain team.

Functional

- Have thorough knowledge of grain contracts and marketing alternatives and be able to explain these to customers.
- Review daily DPR and overall grain position.
- Update grain bids on web page and after-hours phone lines daily.
- Provide, as required, reports to the CM, RMM and Wichita team.

Leadership

- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Maintain a team environment with all other departments of the biorefinery at all times.
- Champion POET in the community.
- Maintain a very high level of customer service along with a positive, friendly atmosphere.
- Strive daily for improvement in what we do and how we do it.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Studying towards a B.S. degree in Ag-Business or Marketing; must be at least a junior level student status.
- Experience with the agricultural industry is preferred.
- Knowledge in Word, Excel, and Outlook and the ability and willingness to learn new software applications.
- Excellent organizational skills, communications skills, the ability to multi-task, and most importantly, the ability to work well in a team.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements in all work environments. This position is largely self-directed and requires understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements in all work environments. This position operates in an office environment. In the office, the team member will work on a personal computer.

Some travel within the market/trade territory to make visits with customers will be required.

Specific physical requirements include:

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