

BIN Grain Assistant

Role: Administrative support to the local grain team

Summary:

The Grain Assistant is responsible for clerical duties related to the grain origination/merchandising operations within the local grain team. Core duties include contract administration, ticket application, and grain settlement processing. He/she also provides backup for the Grain Buyers at the location. The successful candidate will have excellent organizational, multi-tasking, and interpersonal skills; the ability to communicate effectively; the ability to enter data accurately; provide customer service in a confidential manner; and possess good analytical skills. An understanding of reconciliation processes, and an attention to detail is highly desired. The Grain Assistant reports to the local Commodity Manager.

Essential Functions:

- Scale ticket application to contracts.
- Grain contract administration; manage contract signatures; past due shipments, and maintain audit ready contract files- electronically.
- Mailing contracts, settlements & checks.
- Manage timely settlement of all grain deliveries in accordance with state regulations.
- Assist with rolling contracts, contract adjustments, etc.
- Monitor pricing deadlines, option expiration, double obligation strikes and final settlements.
- Assist in processing, managing and paying deferred payment of contracts.
- Provide support to Grain Buyers on contract overruns/underfills.
- Setting up new accounts in grain accounting systems.
- Communication with third party destinations around financials, setting up credit limits, payment terms, and account set up for POET Grain deliveries.
- Communication and follow up with POET Grain accounting surrounding 3rd party settlements.
- Create and update discount schedules for third party destinations.
- Assist and support with customer service and contract entry.
- Monitor third party deliveries
- Provide contract and settlement information as requested by PG TSRs, PG Settlements, PG Accounting, and PG Financial.
- Track FS fees, Market Manager fees, Flex/Direct Ship bushels by Grain Buyer for visibility and driving performance.
- Update the POET Partnership tracking tool each week for all partnership customers.
- Futures trading entry into grain buying software
- Daily position reconciliation for multiple commodities.
- Reconcile daily trade statement of options to contracts entered daily.
- Update portal tools with coemption bids each day.
- Update daily plant values in the portal
- Report number of weekly visits, realized value, and potential value from visits GBs record in portal each week.
- manual upload and down load of all e-signature contracts to Elevator CMS
- account set up for e-signature

- Telephone reception when needed.
- Champion POET in the community.
- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Maintain a very high level of customer service with a positive, friendly attitude.
- Maintain a team environment with all other departments of the bio-refinery and external POET offices at all times
- Other duties as assigned.

Education, Experience and Competencies:

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

- One (1) to five (5) years of administrative assistant or accounting experience or other agriculture customer service experience preferred with a demonstrated background of success.
- Grain accounting experience preferred, but not required.
- In-depth experience in all aspects of Customer Service and Customer Relations.
- Ability to prioritize in a fast-paced environment.
- Ability to work independently and exercise good business judgment and discretion.
- Proficiency in Microsoft Word, Excel, Outlook and OneNote and the ability and willingness to learn new software applications.
- Excellent organizational skills, communications skills (written & verbal), the ability to multi-task, and most importantly, the ability to work well within a team.
- Knowledge of or ability to learn and follow grain contract policies and regulations.
- Knowledge of or ability to learn receiving/grading policies and procedures.
- Knowledge of or ability to learn various features of specialty grain contracts for entry, pricing, auditing, and settlement activities.

Work Environment/Physical Requirements:

- This position 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.
- The team member will work on a personal computer.
- The ability to communicate with customers and clients effectively.

Specific physical requirements include:

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

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