



Ethanol Products, LLC
3939 N. Webb Rd.
Wichita, KS 67226
poetep.com

PHONE: 316.303.1380
FAX: 316.267.1071

ABOUT POET GRAIN

POET Grain is a leader in the grain markets, buying more than 600 million bushels of grain each year. We started as a supplier of fuel ethanol, and have grown into a multi-commodity marketing and transportation company providing solutions in fuels, grains, and carbon dioxide markets. We are part of a network of engineering, management, marketing, and manufacturing companies that are dedicated to being good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. As the largest supplier of ethanol in the world, we believe in the value and benefits of driving a renewable solution to global energy needs, and focus on creating a more sustainable path forward in all our related industries.

JOB SUMMARY

As a **Scale Master**, core duties are operating the grain scale(s) and the computer systems to ensure the quality of inbound and outbound products. The Scale Master will also be responsible for clerical duties related to the grain origination/merchandising operations within the local grain team including contract administration, ticket application and grain settlement processing. The successful candidate will have excellent organizational, multi-tasking, interpersonal, and computer skills; the ability to communicate effectively; the ability to enter data accurately; provide customer service in a confidential manner; and possess analytical skills. The Scale Master reports to the local Commodity Manager.

THIS JOB MAY BE FOR YOU IF...

You demonstrate the following competencies:

- In-depth experience in all aspects of Customer Service and Customer Relations.
- 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 is helpful and preferred, but not required.
- Ability to prioritize in a fast-paced environment.
- Ability to work independently and as a member of a team
- Able to exercise good business judgment and discretion.
- Knowledge of 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.

A TYPICAL DAY (if there is one)

- Operate truck scales and computer systems and promote excellent customer service with external customers/grain haulers at all times.
- Have thorough knowledge of grain receiving/grading procedures.
- Accurately grade all quality factors of inbound grains such as corn and wheat.
- Scale ticket application to contracts.
- Setting up new grain accounts in grain accounting systems.



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- Grain settlement instructions and input into grain accounting system.
- Telephone reception when needed.
- Grain contract administration; filing contracts, mailing contracts (inbound & outbound mail), managing contract signatures and maintain audit ready contract files.
- Grain settlement printout and mailing settlements & checks.
- Manage timely settlement of all grain deliveries.
- Assist with rolling contracts, contract adjustments, etc.
- Assist in processing, managing and paying deferred payment of contracts.
- Provide support to Grain Buyers on contract overruns/underfills.
- Provide support to Grain Buyers on delinquent deliveries.
- Providing information and records to grain auditors (internal & external).
- Maintaining grain settlement and check files (paper or electronic).
- Reviewing accuracy of grain contracts/grain settlements.
- Monitor grade discounts for accuracy prior to settlement.
- Grain Buyer support/backup.
- 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.
- Perform housekeeping duties necessary to maintain a clean work inside and outside of the scale house area.
- Champion POET in the community.
- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Other duties as assigned.

WORK ENVIRONMENT

- Team members must be able to be timely to work and may have to work beyond normal business hours.
- 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.
- In the office, the team member will work on a personal computer.
- The ability to communicate with customers and clients effectively.
- Sitting or standing approximately 90% of the time while working on a personal computer.
- Occasionally lifting weights of fifty (50) pounds or less.
- General cleaning around the scalehouse – broom/shovel/dusting.

Interested candidates should apply at <http://poetep.com/careers/> and resumes should be in either a *pdf format or MS Word with a .docx extension*. We are proud to be an Equal Opportunity Employer.