

Commodities and Marketing Assistant



Reports To: Chief Marketing Officer

FLSA Status: Non-Exempt

Department: Administrative

Summary

The Commodities and Marketing Assistant responsible for the development and retention of customer relationships, formulating solutions to meet our customers' needs which may include on-farm visits. Team members in this position will understand futures markets, fundamental and technical market factors, basis levels, market structure, carrying costs, and freight spreads. This position requires a high degree of cooperation with others and ability to work under pressure in a fast-paced environment. Redfield Energy operates on a 24-hour continuous schedule. Team member must be available as needed.

Essential Functions

1. Areas of responsibility include assisting with grain receivables management, ethanol shipments, distillers shipments, and month end processes and serve as a backup to Chief Marketing Officer.
2. Build and maintain customer relationships with feed customers and prospects.
3. Provide a variety of routine and some non-routine clerical/accounting functions in accordance with standard accounting procedures relating to Redfield's corn procurement, distillers grains, and ethanol products. These functions may include calculating payments to settle corn positions, reconciling, and preparing corn and product inventories, and assisting in the preparation of reporting requirements.
4. Assist with Eco-Energy on ethanol marketing and pricing of product.
5. Assist in the marketing decisions (buy and sell orders) on ethanol and corn within the risk management model.
6. Serves as the backup liaison with rail companies.
7. Assist with the reconciliation of all daily transactions of corn received, ethanol and distiller sales, and denaturant purchases, and maintains accounting files for all settlements, deferrals and payments.
8. Assist with the daily inventory of denaturant, distillers and ethanol. Assists in the month end inventory, production and sales statistical reconciliation and accounting of units.
9. Coordinates with plant employees the amount of distillers grains produced.
10. Assist with contract administration, setting of prices, and administration of all distillers grains.
11. Enter tickets from Agtegra system and settles to spot or contracts.
12. Assists the Management team in obtaining reporting data on grain and products for auditors and other regulatory agencies as needed.
13. Assist with the daily corn bids to price out distillers grains and the corn/ethanol spreadsheet.
14. Completes all daily commodity paperwork and clerical tasks pertaining to commodities.
15. Maintains a high level of customer service and friendly atmosphere.
16. Be respectful and courteous to other Redfield Energy employees.
17. Foster a culture of safe behavior and environmental compliance at all times.
18. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
19. Team member is expected to physically report to work on time at their assigned location and is seldom absent.
20. Team member can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
21. Champion Redfield Energy in the community.
22. Maintain a high level of customer service and friendly atmosphere.
23. This job description is not all-inclusive and includes any and all other duties as assigned.

Education & Experience Requirements/Competencies

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

- Individual must be able to add, subtract, multiply, and divide numbers and must be able to work with fractions, metric system, percentages, and decimals.
- Must be able to read, write, and comprehend the English language.
- Individual must be able to legally work in the United States.

- This position requires driving to visit current and potential customers. Individual must possess and maintain a current, valid driver's license.
- This position requires an individual who is able to assimilate information quickly and accurately in order to make effective day-to-day maintenance decisions.
- Should be computer literate and have a working knowledge of Microsoft Word and Excel.
- Must have excellent organizational, the ability to multi-task, and most importantly, the ability to work well in a team. Must be able to communicate clearly and effectively, both oral and in writing.

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 safety requirements at all times and in all work environments. In the office, the team member will work on a personal computer.

Specific physical requirements include:

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