



**Job Title:** Energy Manager  
**Location:** Effingham  
**Reports to:** CEO  
**Salary:** Dependent upon qualifications (*Incentives per established scale*)

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**Preferred Education and Experience:** Associate Degree in agriculture, business administration or related field is preferred. Agriculture knowledge and a basic understanding of refined fuels and propane preferred.

**Job Requirements:**

- Demonstrates ability to interact effectively with management and customers
- Possess excellent communication skills
- Self-motivating personality as well as team-building skills
- Experience leading and managing people

**Essential Functions:**

1. Follow all established personnel and safety policies and procedures
2. Responsible for the complete operation of the Energy Department including purchasing, pricing, operations, selling, marketing, safety and regulatory
3. Meet or exceed budgeted department earnings and goals
4. Develop relationships with vendors
5. Develop sales and marketing programs that are beneficial for the patron and profitable for the Company
6. Provides leadership to the energy sales team by setting performance expectations, managing sales activities, and calling on key customers
7. Work with Credit Department in determining credit worthiness of customers
8. Directly supervise employees within Energy Department including: evaluating performance, and disciplining employees
9. Address complaints and resolving issues
10. Instill the operating culture to offer superior customer service
11. Working knowledge of company software and computer system
12. Ensure all employees are trained and to follow company policies and procedures
13. Hiring and retaining high quality team members

**Work Environment:** The nature of the business requires extended hours.

**Physical Demands:** Filing and operating office equipment is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Travel:** The employee may be required to travel to other locations, conferences, educational opportunities and other job-related activities.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Effingham Equity shall not be liable for, shall not pay, and expressly rejects and disclaims any and all responsibility or liability for any commission, expense, fee or cost claimed or charged by any recruitment or employment agency, firm, or company in connection with the employment of any candidate selected by Effingham Equity for the position described above unless a written contract is executed by Effingham Equity and such employment agency, firm or company before Effingham Equity makes an offer of employment to such candidate.*

Submit resumes to Robin Brown by Friday, March 16, 2016  
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