



Agronomy Building Coordinator

About The Equity

The Equity is an independent cooperative headquartered in Effingham, Illinois and has over 500 employees. Our market area currently includes 19 locations and covers South-Central Illinois and Southwest Indiana. The Equity has five divisions including: Agronomy, Grain, Feed & Livestock, Energy, and Retail Store, plus a Precision Agronomy dealership. The Equity's mission is to deliver value to our customers through operational excellence, providing information, exploring opportunities, and supporting profitable roles for producers. Our core values, profitability, customer focus, constant improvement, integrity, and accountability have led to our success. These core values will continue to keep our company strong into the future. We hold sacred our brand promise of offering the best products, latest technology, and high-quality service, done right!

Benefits Overview:

- Paid vacation, 6 days Paid Time for All, 9 paid holidays, 2 paid floating holidays
- 401k match up to 6%
- One week paid Parental Leave
- Referral Program
- Company Incentive Program
- Medical, dental, and vision
- Paid Life insurance and long term disability insurance

Location: Marshall, IL
Reports to: Location Manager
Salary: \$22 - \$28 per hour

Required Knowledge, Skills, and Leadership Characteristics:

- Proficient with Microsoft Office applications
- Must be able to function with minimal supervision
- Demonstrates the ability to interact effectively with management and customers
- Has a self-motivating personality as well as team-building skills
- Strong verbal and written communication skills

Key Responsibilities:

1. Follow all established personnel and safety policies and procedures.
2. Manage Kahler System and chemical building
3. Coordinate with Location Manager dispatching of dry products, crop protection products, and anhydrous ammonia.
4. Make effective use of Agvance Dispatch, Mapping, and Accounting
5. Customer service at the location including: taking orders, processing orders, dispatch and direct handling of customer complaints.
6. Coordinate with administrative group to receive incoming product shipments against open purchase orders.
7. Assist management with inventory including taking inventories, researching discrepancies, and communication inventories with accounting department in corporate office.
8. Communication with the corporate accounting office and crops logistics coordinator to follow all SOP's in the account for all products the location handles.
9. Attend continuing education courses to maintain an adequate level of knowledge for the products and administration involved.

Work Environment: The nature of the business requires extended hours. While performing the duties of the job, the employee regularly works near moving mechanical equipment and in outside weather conditions. Exposure to fumes or dust, airborne particles, toxic or caustic chemicals and vibration is possible. Noise level in work environment is usually loud.

Travel: The employee may be required to travel to other facilities in The Equity trade area.

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.

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.