**About The Equity**

The Equity is an independent ag cooperative headquartered in Effingham, Illinois and has over 500 employees. Our market area currently includes 22 locations and covers central Illinois and southwest Indiana. The Equity has five divisions including: Agronomy, Grain, Feed & Livestock, Energy, and two Retail Stores, plus a Precision Agronomy dealership as well as a cutting-edge drone sprayer business. The Equity’s mission is to deliver value to our customers through operational excellence, providing information, exploring opportunities, and supporting profitable roles for producers.

**Location:** Montrose

**Reports to:** Location Manager

**Compensation:** Commensurate with experience

**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

**Required Knowledge, Skills, and Leadership Characteristics:**

* Proficient in Microsoft Office
* Strong time management and administrative and organizational skills
* Self-Motivating personality as well as team building skills
* Demonstrate ability to interact effectively with management, employees, and customers
* Ability to define problems, collect data, establish facts, and draw valid conclusions
* Strong verbal and written communication skills

**Key Responsibilities:**

1. Follow all established personnel and safety policies and procedures.
2. Customer service at the location including taking orders, processing orders, and handling or direct the handling of customer complaints.
3. Receive incoming product shipments against open Purchase Orders
4. Accountable for completing all inventory counts and inventory reporting including inventory accuracy and a summary of all inventory adjustments
5. Manage all inventory including taking inventories, researching discrepancies, and communicating with inventories to accounting department in corporate office
6. Ensure that all products and services at the location are accurately billed and within the company credit policy.
7. Communicate with the corporate accounting office and seed logistics coordinator to follow all SOP’s in the account for all products the location handles.
8. Attend continuing education courses to maintain an adequate level of knowledge for the products and administration involved.

**Work Environment:** This job operates in both an office and warehouse atmosphere. The nature of the business requires extended hours.

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

*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*.