**A close-up of a logo

Description automatically generatedRandall Farmers’ Cooperative Union  
Agronomy Sales**

**Job Title:** Agronomy Sales  
**Department:** Agronomy  
**Reports to:** General Manager  
**FLSA Status**: Non-Exempt  
**Preparation Date:** February 2024

**SUMMARY OF POSITION:**This position is responsible for agronomy sales and logistics, excellent customer service, and promoting company and employee cohesiveness through teamwork and shared services, and for following safety procedures and policies.

**ESSENTIAL DUTIES AND RESPONSIBILITES:** (Includes the following and other duties may be assigned.)

* Responsible for Concordia location sales, logistics, inventory, and warehouse management including site and rolling stock repairs.
* Responsible for developing and maintaining a business plan for the multi county territory, developing and maintaining a current and potential customer base.
* Consults producers about their farming plans for fertilizer, seed, and chemicals and provides estimates for cooperative services to producers.
* Possesses knowledge of chemistry, soil fertility, fertilizer blending, seed application, and agronomy equipment
* Loads and unloads product. Delivers products, trailers, and tanks as needed.
* Completes applicable training requirements and keeps licensing up to date.
* Serves customers by providing excellent customer service by managing difficult or emotional situations, responding promptly and courteously to customer needs, questions, complaints, and meeting commitments.
* Effectively communicates by verbal and written means with customers, employees, and management
* Understand and complies with state and federal regulations.
* Presents a clean and professional appearance.
* Employee is required to perform all other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

The ideal candidate for this position should be prepared to delve into a role that balances fieldwork with the potential for managerial responsibilities. While all supervisory duties are comprehensively overseen by the General Manager, an individual demonstrating adept leadership qualities may earn opportunities to conduct interviews, lead training sessions, and supervise teams. This position is perfect for a proactive leader who is eager to grow and potentially transition into a more managerial role within our agricultural operations.

**EDUCATION AND/OR EXPERIENCE**

Bachelor’s degree (B.A. or B.S.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Education and/or experience in agronomic practices and computer technologies is necessary. Must possess advanced computer skills and ability to learn and use computer software.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver’s License, with a safe driving record.

Custom Applicator License, 1A or willing to obtain within 90 days of hire.

CCA or willing to get within 1 year of hire.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Daily work schedule is 8am to 5pm Monday through Friday, however in-season/harvest schedules are subject to extended hours, weekend and holiday included, based on customer and management needs. These demands will be communicated with as much notices as possible, but not required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme hear; toxic or caustic chemicals and vibration. The employee is occasionally exposed to wet and/or humid conditions’ high precarious places; risk of electrical shock and explosives. The noise level in this work environment is usually loud (although not believed to exceed the eight-hour threshold for working in or around loud equipment). There is direct exposure, including inhalation and skin contact to grain dusts, including, but not limited to wheat, milo, corn, and soybeans. Employee must understand and implement all related safety policies, procedures, and programs for prevention and protection while performing job duties in various work environments.

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**DISCLAIMER:**

This job description indicates the general nature and level of work expected.  It is not designed to cover every activity, duty, or responsibility required of the employee.

I agree that I can perform the job described as stated above and am able to work in these conditions.

This job description in no way alters “employment-at-will” and is not a guarantee of employment now or in the future.

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**SIGNATURE** **DATE**

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**PRINTED NAME**