



*michigan agricultural commodities, inc.*

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## **Job Overview: Counter Sales/Logistics-Safety Coordinator**

### **Position Summary**

Michigan Agricultural Commodities is seeking a full-time department assistant for its location in Middleton, Michigan. The ideal individual will have experience or interest in agricultural commodities and demonstrate a desire to develop new skills to positively impact the company.

**Scope of Responsibilities:** Perform all scale house operations related to receiving and shipping grain. Establish a relationship with new and existing customers. Purchase grain and take open orders with guidance from the grain merchant or plant operations manager. Conduct retail sales with customer. Coordinate office operations with plant personnel.

### **Job Requirements:**

- Assist in the grain department including; quality control at grain receiving, grain weighing/grading, and grain load out. Facilitate any testing required on customer and MAC grain.
- Complete and maintain appropriate documents such as Bills of Lading, Export Documents, Scale Tickets, Counter Invoices, Deposit Slips, etc. Complete ticket entry into the computer. Transfer grain tickets on a timely basis.
- Support customer marketing and account questions. Assist in quoting prices or contacting merchants.
- Assist in office, answer phones, and assist customers.
- Complete any other duties and projects assigned by management.
- Housekeeping: Maintain the office area in a clean and presentable manner. Remove clutter and grain dust to promote a better work environment
- Communicate with Operations, Accounting and Marketing
- Update and maintain price sheets and price boards.
- Facilitate customer activities, tickets, loading and unloading.

### **Safety Coordinator Responsibilities**

The Safety Coordinator responsibilities are in addition to their primary job function. It is expected that these additional responsibilities would involve roughly 8-10 hours a week to complete. In addition to the responsibilities listed below the safety coordinator is expected to lead by example and promote a culture of safe work habits.

- Oversee use of Confined Space, Lockout/Tagout and Hot Work permits. Keep these permits filed.
- Oversee plant housekeeping and ensure Housekeeping logs are filled out and filed each month.
- Conduct monthly safety meetings and log safety meeting into RCI.
- Coordinate annual trainings with Facility Manager and log appropriate information into RCI.
- Oversee monthly inspections of fire extinguishers and harnesses; keep harness inspection sheet on file.
- Fill out CAP report monthly on RCI.
- Administer the Safety Made Simple program
- Relay all relevant safety information to Facility Manager and Operations Staff as it becomes available.
- Work with Office Manager as necessary to enter/update employee information and other safety documentation.
- Help oversee the use of Preventative Maintenance in RCI.
- Work with the Safety Director on any issues concerning the facility.

**Desired Skills/Competencies**

- Strong computer knowledge and skills
- Demonstrate good personal skills
- Excellent communication skills
- Motivation to learn new skills and information to grow in individual's role at MAC
- Minimum high school degree required; Preferred associates degree in business or agricultural field

\*This job description should not be construed as an employee contract. Management retains the right to employ-at will.

\*Michigan Agricultural Commodities is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other group status protected by Federal, State, or local laws.