Company: Farm Service Cooperative

Job Title: Agronomy Sales Account Manager

FLSA Designation: Exempt

Reports to: Branch Manager

Account Manager Role: Plan, direct and coordinate sales responsibility for designated area customers, for all products and services available from Farm Service Cooperative.

Accountabilities/Essential Functions:

- Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers, as well as make recommendations to customer.
- Review operational records and reports to project sales and determine profitability.
- Determine price schedules and discount rates.
- Plan, direct and train office accounting personnel to assist with seed sales billing to the customer and/or monitor and track seed sales by vendor.
- Responsible for reconciliation of agronomy inventories on a monthly, yearly or as needed basis.
- Order seed from each vendor, along with responsibility for required tracking, per company policy.
- Review orders and schedules, such as types and quantities of inventories and scheduled delivery and shipment dates in order to plan operations.
- Schedule, monitor and assign tasks to dispatch agronomy application equipment and personnel.
- Oversee the GPS software, including training personnel, to build recommendations and systems for sales personnel to deliver to growers.
- Implement safety and regulatory compliance requirements as directed.
- Become knowledgeable and familiar with FSC's products and services.
- Review operating costs and modify production and inventory control programs to maintain and enhance profitable operation of division.
- Confer with vendors to obtain service or product information, such as price, availability, and delivery schedule.
- Confer with customers and representatives of associated industries to evaluate and promote improved customer relations and expanded services; and investigates customer complaints such as damaged items, overcharges, delay in shipment and makes adjustments.
- Review suggestions of ways to improve work methods and procedures made by employees and decide on course of action.
- Develop, revise and implement operating methods and procedures designed to eliminate operating problems and improve quality of products and services.
- Recommend, review, develop, implement and enforce operational policies and procedures and observe workers to ensure compliance with standards.

- Work in cooperation with other divisions, locations, customers, supervisors and managers with a positive attitude and willingness to provide positive feedback to them.
- Suggest ideas, discovers new and better ways to accomplish goals.
- Display a high level of initiative, effort and commitment towards company goals.
- Display high standards of ethical conduct. Exhibits honesty and integrity.
- Willingness to consider new ideas or divergent points of view.
- Employee is expected to travel to FSC facilities.
- Perform or implement housekeeping and maintenance as needed of grain and feed facilities.
- Perform other duties and tasks as assigned by the Branch Manager.

Knowledge, Skills and Experience:

- Ability to communicate information or ideas effectively in oral or written form.
- Ability to listen to what other people are saying and ask questions as appropriate.
- Perform basic math operations (add, subtract, multiply, divide) to include, but not limited to, use of whole numbers, fractions, decimals, percentages and discounts.
- Work and communicate with internal and external customers to meet their needs in a polite, courteous and cooperative manner. Committed to quality service.
- Ability to identify and analyze problems associated with work processes.
- Develop constructive and cooperative relationships with others.
- Ability to organize and work on multiple tasks concurrently.
- Demonstrate responsible behavior and attention to detail.
- Encourage and facilitate cooperation, pride, trust, and group identity. Foster commitment and team spirit.
- Knowledge of policies and practices involved in personnel/human resource functions.
- Knowledge of economic and basic accounting principles and practices; and the analysis and reporting of financial data.
- Knowledge and skill in judgment and decision making, negotiation, and management of material resources.
- Ability to establish division objectives and to assess progress toward their achievement.
- Ability to analyze organizational and operational problems and develop timely and economical solutions.
- Capacity to adjust to change, work pressures or difficult situations without undue stress.

Education, Training, Certifications Required:

- Bachelor's Degree in agronomy or related field, or experience equivalent of 2-4 years
- Farm or Agricultural background
- Possess a valid driver's license
- Possess forklift certification

Equipment, Tools, Machinery Used:

- Company vehicles
- Computers/Office Equipment
- Telephone
- Forklift
- Calculators
- Fax/Copier

Special Conditions of Employment (licenses, certificates, credentials, altered work schedules, furloughs, travel, etc.):

- Valid driver's license
- Commercial applicator's license with 1A, 1B, 1C and Seed Treatment endorsement.

Protective Clothing and Devices:

- Some of the job duties of this position may require you to wear personal protective equipment (PPE), if so, when and how to use this equipment will be explained to you at the time of hire.
- To determine ability to perform job functions where the use of a respirator is required, employees will be given a physical examination prior to performing this type of work.

Working Conditions and Physical Demands:

- 10% of work performed in daily operations.
- 90% of work performed in operations management or sales.
- Ability to work days, evenings and some weekends, with or without prior notice.
- Ability to lift 60 pounds on a regular basis.
- Computer skills (Word, Excel, email and in-house computer software)