



 **GRAIN**
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ABOUT POET GRAIN

POET Grain is a leader in the grain markets, buying more than 600 million bushels of grain each year. We started as a supplier of fuel ethanol, and have grown into a multi-commodity marketing and transportation company providing solutions in fuels, grains, and carbon dioxide markets. We are part of a network of engineering, management, marketing, and manufacturing companies that are dedicated to being good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. As the largest supplier of ethanol in the world, we believe in the value and benefits of driving a renewable solution to global energy needs, and focus on creating a more sustainable path forward in all our related industries.

JOB SUMMARY

As a **Grain Merchandising Intern**, you will have the chance to work directly with some of America's best farmers, commercial grain companies and look for other grain merchandising opportunities in our draw areas.

When we show up to work at POET Grain, it's our job to meet our customer's needs as efficiently as possible while buying grain at the best possible value for POET. A Grain Intern assists in the development and retention of customer relationships, formulating solutions to meet our customers' needs which may involve customized marketing plans and on-farm visits. Team members in this position will understand CBOT futures markets, fundamental and technical market factors, basis levels, market structure, carrying costs, freight spreads and monitor the competitiveness of cash grain bids and related factors that affect the net selling price for the customer. Explaining, educating and intelligently communicating this information to the customer is of essence to this position. Grain Buyers are accountable for informing management of grain movements and other local news that may impact local buying efforts. Grain Buyers must also understand grain weighing and grading procedures and policies.

The Grain Interns is may also assist in clerical duties related to the grain origination/merchandising operations within the local grain team. Core duties include contract administration, ticket application, and grain settlement processing. He/she also provides backup for the Grain Buyers at the location. The successful candidate will have excellent organizational, multi-tasking, and interpersonal skills; the ability to communicate effectively; the ability to enter data accurately; provide customer service in a confidential manner; and possess good analytical skills.

THIS JOB MAY BE FOR YOU IF....

- Enjoy working with people and finding solutions to their needs.
- Have a background in sales and or customer relations. Ability to seek out and build strong

- customer relationships as well as the proven ability to grow and manage a sales territory.
- You consider yourself a “People Person”.
- You have a background in grain marketing and/or production agriculture
- Ability to prioritize in a fast-paced environment.
- Ability to work independently and exercise good business judgment and discretion.
- Proficient in Microsoft Word, Excel, Outlook and OneNote and the ability and willingness to learn new software applications.
- Excellent organizational skills, communications skills (written & verbal), the ability to multi-task, and most importantly, the ability to work well within a team.
- Knowledge of or ability to learn and follow grain contract policies and regulations.
- Knowledge of or ability to learn receiving/grading policies and procedures.
- Knowledge of or ability to learn various features of specialty grain contracts for entry, pricing, auditing, and settlement activities

A Typical Day (if there is one)

- Procure grain supplies through the purchase of grain from producers and commercial accounts.
- Have thorough knowledge of grain contracts and marketing alternatives and be able to explain these to customers.
- Seek out new potential customers for POET using phone, traveling to farms, and holding various types of meetings in a variety of venues.
- Manage and keep current customer database.
- Analyze local supply/demand, competition, crop and market conditions (including carry/inverted markets) to buy grain at optimum price levels.
- Monitor competitiveness of cash bids within the local trade area.
- Daily use of the POET Grain tools to buy grain efficiently
- Gather market intelligence on competitor activities and share with grain team
- Initiate contractual agreements for grain and ensure the accuracy of contracts
- Hedge all grain purchases in coordination with POET Grain policies
- Update grain bids on web pages, apps, and after hours phone lines daily
- Work with an honest and ethical manner; maintain confidentiality on all business related matters.
- Maintain a very high level of customer service along with a positive, friendly attitude.
- Foster a culture of safe behavior and environmental compliance at all times.

Work Environment

- Culture is king at POET. We are all on the same team. We always communicate. We park our egos at the door. These aren’t just slogans on our walls. It’s part of who we are.
- Some travel to customer and client sites as well as other POET locations.
- We also expect that everyone will maintain a healthy work-life balance. It’s the way to optimize health, happiness, and productivity over the long term.

Interested candidates should apply at <http://poet.com/careers/apply> and resumes should either be in pdf format or MS Word with a .docx extension. We are proud to be an Equal Opportunity Employer.

