

Carbon Green BioEnergy, LLC Position Description

Position Title: <u>Grain Buyer</u>				
Department: <u>Administration</u>				
	Supervisory	<input checked="" type="checkbox"/>	Non-Supervisory	
	Exempt	<input checked="" type="checkbox"/>	Non-Exempt	
Position Title of Supervisor: <u>Commodities and Risk Manager</u>				

Updated 1.30.20

Position Summary

Grain Buyers are responsible for procuring corn from producer customers, elevators and managing a producer database. They must also monitor competitiveness for cash corn bids, the CBOT (Chicago Board of Trade) and be familiar with competition and CBOT grain prices at all times. Grain Buyers are accountable for informing management of movements, USDA reports and future projections. One of the grain buyer positions will be directly accountable for the management of the scale room testing and applicable staff.

Principal Duties & Responsibilities

1. Procure corn from primarily producer customers as well as commercial elevators
2. Keep current & potential customer database up to date including recordkeeping of customer conversations & communications
3. Proactively increase customer base by prospecting via both cold-calling and following up with leads
4. Manage basis reporting to CGBE Risk Management
5. Monitor competitiveness for cash corn bids
6. Manage the communication and execution of contract alternatives for producers
7. Obtain market knowledge and insight through continuous open communications with customers and co-workers, coupled with independent research efforts
8. Maintain inventory tracking systems and ensure grain is available at all times
9. Maintain required records in an orderly, up to date manner and prepare reports promptly and accurately
10. Manage grain grading and dockage according to USDA specifications
11. Support the process of DDGS storage, ethanol storage, loading and logistics
12. Hold a minimum of 2 producer meetings per crop year
13. Monitor the CBOT and inform management of movements, USDA reports and future projections
14. Execute CBOT trades to offset company risks associated with various corn purchase contracts
15. Monitor the purchasing and blending of damaged or distressed grains used in the process
16. Manage and assist the scale room as needed
17. Engage social media platforms in relation to biofuels and agriculture business opportunities that benefit our grain buying and/or business
18. Complete any and all tasks assigned by Commodities and Risk Manager
19. Regular Attendance required during normal business hours. Additional hours will be required when necessary, specifically during corn harvest.
20. Maintain a working team environment with the other company departments
21. Champion CGBE in the community
22. Maintain a high level of customer service and a friendly atmosphere
23. Obtain and develop merchandising knowledge and leadership skills to provide a base for future management opportunities
24. Other duties as assigned

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Employee is required to:

- Have a proactive commitment to employee development through establishing training, on-the-job development, and mentoring activities.
- Continuously identify opportunities to increase productivity.
- Serve as the champion for creating a departmental culture committed to achieving unfailing support for team members working to achieve operational excellence.

Education & Experience Requirements

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position along with effective oral and written communication skills and excellent intrapersonal skills.

B.S. or greater in Ag-Business, Marketing or other formal training is required. Three to five years experience working within the grain marketing industry is necessary. Formal education requirement can be offset with relevant industry experience.

Must be proficient in operating various grain accounting software and Microsoft Office programs (email, word processing, spreadsheets)

Working environment:

- a. This position operates in an office environment on a computer
- b. The position is largely self-directed and requires understanding of company policy, procedures and values
- c. Some travel within the market territory to make visits with customers will be required