



## **Purchasing/Formulation**

### **Education and/or Experience:**

- Bachelor's degree (B.A./B.S.) or advanced degree in Agriculture, Business, Finance or Marketing from a four-year College or university. 2-5 years' experience in purchasing ingredients for feed manufacturing and/or grain purchasing; or equivalent combination of education and experience is preferred.
- Excellent verbal and written communications skills are desired.
- Strong organizational skills and attention to detail required.
- Positive attitude and willingness to adapt to varying markets and workloads.

### **Essential Job Functions:**

- Continually evaluate products and services offered by existing and prospective vendors. Counsel vendors as needed regarding ProTriton procurement policies and procedures, vendor performance requirements and product performance expectations.
- Purchase assigned ingredients and take positions as it relates to price and plant requirements. Monitor inventory of those ingredients.
- Maintain ingredient invoices in DigiDocs.
- Constantly monitor industry news, ingredient trends and market motivators. Maintain a high level of knowledge relating to current agriculture future and cash markets, technology, vendor competence and competitive marketing conditions as they relate to requirements of AgCentral.
- Responsible for providing exceptional customer service to AgCentral customers and fellow employees, using both face to face interaction and communication devices such as telephone, video conferencing, and text.
- Maintain multiple projects and meet specific project deadlines while maintaining strong relationships with coworkers.
- The position requires attention to detail, critical thinking and problem solving and a high math aptitude. Must be able to logically find solutions both alone and in unison with others.
- Able to maintain and utilize specialty software for preparation, production, distribution and archiving of all feed tags.
- Maintain a Customer Formula production program.
- Help Nutritionists and company with maintenance of Ingredient Standards, Quality Control processes.
- Generate new formulas, transfer other formulas, assist with and provide backup of existing formulation with AgCentral.
- Willingness to be cross trained in other AgCentral department responsibilities including customer service and sales.
- Maintain contracts for all customers feeds and communicate needs with purchasing and availability with sales team and customers.
- Provide support to Feed Mill.
- Ability to provide customers with daily forward pricing upon request.
- Able to work in a team environment and provide exceptional support to coworkers and customers.
- Willingness to learn new skills, software and business processes in an ever-changing environment.