

Job Title:	Feed Sales Intern	Job Classification:	Hourly Non-Exempt
Department:	Feed	Reports to:	TBD
Primary Location(s):	Vary	Position Duration:	May- August (Dates Flexible)
Salary Range:	\$11.05-\$14.95	Position Type:	Temporary
HR Contact:	Ofelia Rumbo	Date Posted:	

BASIC CONDITIONS OF EMPLOYMENT:

Basic Conditions of Employment form the fundamental performance requirements for continued employment. It is expected that all employees at Pro Cooperative perform their duties in a professional, courteous, and friendly manner; this expectation includes awareness of and high quality service to our customers, developing and maintaining job competence, ethical personal behavior, the development, and maintenance of supportive and caring relationships with others at work and basic professional behavior.

Meeting these expectations is a minimum requirement for continued employment.

BASIC CONDITIONS OF EMPLOYMENT STANDARDS:

1. **ENGAGED EMPLOYEES:**
 - a. Develop into successful long-term employee
 - b. Align with and carry out PRO's core values surrounding Customer, Community, Safety, Excellence & Integrity
 - c. Promote cross-functional training opportunity, effective mentorship, and innovation
 - d. Be honest. Hold yourself to consistent moral and ethical standards. Do the right thing even when no one is looking.
2. **SUSTAINABLE GROWTH:**
 - a. Sustain and build customer and supplier relationships
 - b. Identify and capture business development opportunities – internal and external
 - c. Execute customer and business objectives by delivering differentiated solutions.
3. **CUSTOMER FOCUS:**
 - a. Recognize customer opportunities and execute with confidence
 - b. Adapt to an ever-changing market and production environment
 - c. Maintain a keen sense of priorities, consistent with business and customer focus
 - d. Leverage PRO's footprint to maximize total customer business
4. **OPERATIONAL EXCELLENCE:**
 - a. Never compromise safety in the pursuit of margins
 - b. Advance cross-department collaboration through open and frequent communication
 - c. Clearly understand expectations
 - d. Efficiently manage supply chain value across all departments

SCOPE AND PURPOSE: To provide high quality, cost effective services to internal and external customers.

ESSENTIAL JOB FUNCTIONS AND STANDARDS:

I. **Function:** The position of a Feed Sales Intern is of great significance to Pro Cooperative. As a Feed Sales Intern, you will be working alongside with Feed Sales Specialist while learning Pro Cooperative’s feed business and customers. Interns will have the opportunity to be exposed to a mixture of different aspects of the retail feed business.

II. **Job Summary:**

These are the **basic requirements** of the position and must be performed competently. Basic requirements include, but are not limited to the following:

- Assist Feed Sales Specialist in exploring sales opportunities within Pro Cooperative’s territory and developing relationships with customers and prospects.
- Assist in documenting and submitting sales call information to direct supervisor using Pro Cooperative’s CRM program.
- Participate in the organizing of the on-farm feed trials
- Coordinate informational events for producers
- Be exposed to the cooperative structure
- Work on a feed related project during internship as approved by supervisor and present to Board of Directors and Pro Cooperative upper management at the end of internship.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with Pro Cooperative policies, including Pro Cooperative’s safety policies

ESSENTIAL JOB QUALIFICATIONS/PREREQUISITES:

1. Previous sales and animal science-based experience are strongly preferred.
2. Pursuing an animal science or agriculture related degree at a 4-year university, with junior or senior status.
3. Understanding of animal husbandry, management practices, nutritional guidelines and industry knowledge.
4. Excellent verbal and written communication ability, along with strong organizational and time management skills.
5. Possess a valid driver’s license and satisfactory driving record.

Reviewed By:	Dave E./ Feed Manager	Date:	10/11/2017
Approved By:	Dave E./ Feed Manager	Date:	10/11/2017
Last Updated By:	Ofelia Rumbo/HR Manager	Date/Time:	10/11/2017

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee (Print & Sign): _____ Date: _____