



The ARC Group, LLC
Independent Grain Marketing Advisors
Office: 402-484.7474
8545 Executive Woods Drive, Suite 1
Lincoln NE, 68512

Date: January 29, 2020

Re: Assistant to Grain Marketing Advisor

ASSISTANT TO GRAIN MARKETING ADVISOR

About The ARC Group

The Agricultural Risk Consulting Group LLC is a commodity consulting firm who specializes in managing the risks inherent in production agriculture. Since 2003 we have been developing individualized plans using a proven, consistent strategy that provides independence to the producer, deals with the volatility of today's markets and maximizes profit over the long term. Our clients rely on us to execute their plan from start to finish.

Find out more at agriskconsulting.net.

Overview

The Fort Ransom & Oakes, North Dakota Office of The ARC Group, LLC is looking for someone to assist the primary Grain Marketing Advisor with secretarial work, along with customer service, and routine business operations.

Hours: Part-time and/or full-time position available.

Position is open until filled or no longer available. Candidates may be required to complete one or more of the following: a multiple interview process, pass a typing/grammar test, pass a background check, pass a drug test.

Please upload resume at <https://agriskconsulting.net/join-our-team/>

The personality of the successful candidate is friendly and inviting, yet methodical and organized. Ethics and integrity are of utmost importance. The successful candidate will have the ability to take direction yet be intrinsically motivated and fully capable of working independently – a self-starter who takes ownership of end results. Multitasking with efficiency and precision is a required skill.

Required Qualifications:

- Passionate about agriculture and farming, desire to put the farmer first – farming background preferred.
- Basic Knowledge of grain marketing and risk management practices helpful.
- Ability to complete required certifications in Ethics, Cybersecurity and Anti-Money Laundering upon hire.
- Expertise with Microsoft Suite (Word, Excel, PowerPoint, Outlook) and ability to learn new software quickly.
- Excellent communication skills in all formats. Attention to detail, organized, customer service oriented.
- Thrives working in a fast-paced environment. Highly independent, goal oriented, creative.

Job Responsibilities include but are not limited to:

- Communicate clearly and concisely with branch manager.
- Learn and understand ARC Products.
- Data entry, trade documentation.
- Review reports for accuracy.
- Contract and Invoice Reconciliation.
- Understand cash grain trade and find cash bids. Reconcile grain tickets, contracts and track delivery schedules for clients. Be able to provide this information quickly and accurately to clients.

- Manage and build client relationships.
- Must be able to handle sensitive customer information with discretion.
- Perform administrative duties – answer phones, take dictation, compose grammatically correct written correspondence. Handle inquiries and requests via phone, email and in person. Document filing and retrieval (manual and electronic). Scheduling and meeting preparation.